

## Exhibit B

### ATTACHMENT 7.2.1

#### Mail Security Technologies

##### Priority Agency

##### Consolidation (7 Facilities)

##### Mail Volume:

**2000 plus pieces of mail per day**

##### Equipment:

Smiths Detection 100100V X-ray	\$ 58,473
a. Exit Roller Table	\$ 2,500
b. Entrance Roller Table	\$ 950
c. ADVANCED OPTION PACKAGE	\$ 11,500
d. ESTIMATED SHIPPING CHARGES	\$ 2,922
<b>Sub Total</b>	<b>\$ 76,345</b>
 IonScan 500DT detector for explosives	 \$ 51,500
a. Condenser Tubes	\$ 35
b. Disposable Air Purification Tube (Qty 2)	\$ 220
c. Transportation Case	\$ 600
d. Cal Stick (Explosives or Narcotics)	\$ 125
e. Inlet Liner Kit	\$ 80
f. PC Workstation with IM Software	\$ 3,200
g. Interactive Training CD-ROM	\$ 1,382
h. Sample Cards and Rings	\$ 200
i. Filters	\$ 140
j. Printer / Paper / Ribbon	\$ 835
k. Explosives Swabs (Qty. 200)	\$ 80
l. Onsite Training Class	\$ 1,200
m. Shipping and Handling	\$ 125
<b>Sub Total</b>	<b>\$ 59,722</b>
 Cepheid Gene Expert BDS System	 \$ 20,000
\$40 per test / twice daily	\$ 22,000
<b>Sub Total</b>	<b>\$ 42,000</b>
 Baker SterilGard II Hood included shipping	 \$ 8,500
<b>Grand Total</b>	<b>\$186,567</b>

##### Back-Up Equipment:

Smiths Detection 100100V X-ray	\$ 58,473
a. Exit Roller Table	\$ 2,500
b. ADVANCED OPTION PACKAGE	\$ 11,500

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c. Entrance Roller Table	\$ 950
d. ESTIMATED SHIPPING CHARGES	\$ 2,922
<b>Sub Total</b>	<b>\$ 76,345</b>

IonScan 500DT detector for explosives	\$ 51,500
a. Condenser Tubes	\$ 35
b. Disposable Air Purification Tube (Qty 2)	\$ 220
c. Transportation Case	\$ 600
d. Cal Stick (Explosives or Narcotics)	\$ 125
e. Inlet Liner Kit	\$ 80
f. PC Workstation with IM Software	\$ 3,200
g. Interactive Training CD-ROM	\$ 1,382
h. Sample Cards and Rings	\$ 200
i. Filters	\$ 140
j. Printer / Paper / Ribbon	\$ 835
k. Explosives Swabs (Qty. 200)	\$ 80
l. Onsite Training Class	\$ 1,200
m. Shipping and Handling	\$ 125
<b>Sub Total</b>	<b>\$ 59,722</b>
<b>Grand Total</b>	<b>\$ 136,067</b>

### **The HI-SCAN 100100 V**

The HI-SCAN 100100 V is specially designed to meet the requirements of airports, customs facilities, carriers, parcel services or wherever high security and total screening of objects of various dimensions are required.



The HI-SCAN 100100 V is a compact X-ray security screening system with tunnel dimensions of 1000 mm x 1000 mm (w x h). It permits the inspection of bulky as well as small items without any loss of X-ray image quality.

### **Features Include:**

- Universal X-ray system handling large variety of objects
- Quality image representation due to optimal X-ray geometry
- High image quality with new HiTraX electronics
- Optimal tunnel size

### **IonScan 500DT Detector for Explosives**



The IONSCAN 500DT has the ability to detect a wide range of substances and to be able to adapt as threats and their

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needs change. By incorporating two detectors in a single unit, the IONSCAN 500DT is capable of detecting and identifying explosives and narcotics during a single analysis.

By using dual detectors in one instrument, high sensitivity is maintained while detection capability is increased, aiding security personnel in carrying out their critical tasks.

### Sample Collection System

An advanced sampling wand eliminates the need for the operator to handle the sample swab after every sample. This increases the quality of the sample collected and analyzed, further enhancing the performance of the IONSCAN 500DT.

### Simplified Maintenance

The IONSCAN 500DT includes a regenerative Air Purification System (APS), which reduces maintenance and cost of ownership. In addition, most operator replaceable parts do not require the use of tools in the field.

### Software

The IONSCAN 500DT utilizes specially developed proprietary software. The operator navigates through the software using the large, color touch-screen display. The large size and color-coded interface of the display makes it easy to view results and operate the IONSCAN 500DT. With the increased internal memory, more analysis results can be stored. These results can be printed with the built-in printer and exported via the USB port. The software also allows advanced operators the capacity to further review and analyze results.

## **The GeneXpert® System**

The GeneXpert® System utilizes real-time polymerase chain reaction (PCR) to amplify and detect target DNA. The system is the first to fully automate and integrate all the steps required for PCR-based DNA testing: sample preparation, DNA amplification and detection. Designed to simplify hands-on preparation, the system provides PCR test results from a raw sample in 30 minutes or less, enabling time-critical DNA tests at the point of need. The GeneXpert module forms the core of the Biohazard Detection System



deployed nationwide by the United States Postal Service for anthrax testing in mail sorting facilities. An expanded menu of tests is currently in development.

The GeneXpert System is a 1 to 4-site, random access instrument integrating real-time amplification and detection features and delivers results from unprocessed samples in less than 30 minutes. The internal module is the common technology link between the

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SmartCycler and GeneXpert, performing real-time amplification and detection. The GeneXpert automates sample preparation, integrating the complex steps of DNA extraction in the microfluidic cartridges.

Each GeneXpert cartridge also incorporates a syringe drive, rotary drive and a sonic horn. The sonic horn delivers ultrasonic energy necessary to lyse the raw specimen and release nucleic acids contained within, while the combination of the syringe drive and rotary drive moves liquid between cartridge chambers in order to wash, purify and concentrate these nucleic acids. After the automated extraction is complete, the nucleic acid concentrate is moved into the cartridge reaction chamber where amplification and detection takes place. The GeneXpert software and barcode scanner easily manage data and display results. The GeneXpert has a small footprint and low power requirement making it suitable for applications requiring portability.

### **Baker SterilGard II Hood Type A**

Type A means SterilGard II Hood vents into the room through HEPA filters. Also A/B3 type hoods can be purchased to vent either way or just out doors. Partial exhausts are also available and filters are replaceable.



The Biological Safety Cabinet (BSC) is a minimal turbulence, unidirectional, vertical down flow, recirculating laminar flow unit, which provides a safe area for handling pathogenic micro-organisms, plate streaking, special tuberculosis, mycology techniques, culture procedures with potentially oncogenic material. The BSC can be used whenever sterile air is required e.g., pouring plates, sealing vials, sterile packaging, handling materials such as pollens, isotopes, allergens, dusts, pathogen free animals/plants, etc. The air that bathes the work area, and all the air that is exhausted, passes through HEPA filters that are parallel to each other and the work surface.

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### Priority Agency - SMS

The level of security would be different within the SMS location, which combine 114 locations. The security would be based on daily volumes and the type of technology needed to provide the level of security for just over 15,000 pieces of incoming mail a day. SMS would be provided x-ray technology, that will allow for the scanning of all mail, packages, and incoming overnight packages from other vendors. Bio-detection equipment would be provided at various levels that also will allow for the scanning of all mail, packages, and incoming overnight packages from other vendors and the existing screening of the Governor's office and other authorized staff.

#### Equipment:

Smiths Detection 100100V X-ray	\$ 58,473
a. Exit Roller Table	\$ 2,500
b. Entrance table roller	\$ 950
c. ADVANCED OPTION PACKAGE	\$ 11,500
d. Entrance Roller Table	\$ 950
e. ESTIMATED SHIPPING CHARGES	\$ 2,922
<b>Sub Total</b>	<b>\$ 76,345</b>

IonScan 500DT detector for explosives	\$ 51,500
f. Condenser Tubes	\$ 35
g. Disposable Air Purification Tube (Qty 2)	\$ 220
h. Transportation Case	\$ 600
i. Cal Stick (Explosives or Narcotics)	\$ 125
j. Inlet Liner Kit	\$ 80
k. PC Workstation with IM Software	\$ 3,200
l. Interactive Training CD-ROM	\$ 1,382
m. Sample Cards and Rings	\$ 200
n. Filters	\$ 140
o. Printer / Paper / Ribbon	\$ 835
p. Explosives Swabs (Qty. 200)	\$ 80
q. Onsite Training Class	\$ 1,200
r. Shipping and Handling	\$ 125
<b>Sub Total</b>	<b>\$ 59,722</b>

Cepheid Gene Expert BDS System, 2 systems	\$ 40,000
\$40 per test twice daily / 2 systems	\$ 44,000
<b>Sub Total</b>	<b>\$ 84,000</b>

Baker SterilGard II Hood included shipping (2)	\$ 17,000
Use existing two hoods for executive staff	
<b>Sub Total</b>	<b>\$ 17,000</b>

#### Back-Up Equipment:

Smiths Detection 100100V X-ray	\$ 58,473
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a. Exit Roller Table	\$ 2,500
b. Entrance table roller	\$ 950
c. ADVANCED OPTION PACKAGE	\$ 11,500
d. Entrance Roller Table	\$ 950
e. ESTIMATED SHIPPING CHARGES	\$ 2,922
<b>Sub Total</b>	<b>\$ 76,345</b>
IonScan 500DT detector for explosives	\$ 51,500
a. Condenser Tubes	\$ 35
b. Disposable Air Purification Tube (Qty 2)	\$ 220
c. Transportation Case	\$ 600
d. Cal Stick (Explosives or Narcotics)	\$ 125
e. Inlet Liner Kit	\$ 80
f. PC Workstation with IM Software	\$ 3,200
g. Interactive Training CD-ROM	\$ 1,382
h. Sample Cards and Rings	\$ 200
i. Filters	\$ 140
j. Printer / Paper / Ribbon	\$ 835
k. Explosives Swabs (Qty. 200)	\$ 80
l. Onsite Training Class	\$ 1,200
m. Shipping and Handling	\$ 125
<b>Sub Total</b>	<b>\$ 59,722</b>

### Priority Agency - Mega Center

#### Option I: Northrop Grumman Biological Detection System (BDS)

The BDS was developed for the US Postal Service after an October 2001 incident in which anthrax was identified in the mail at the Hamilton Square New Jersey post office and an anthrax scare at the Eatontown Pennsylvania processing center.



While the BDS being installed will be for detection of anthrax, it has the capability of being adapted for other types of biohazard agents in the future; along with deployment of the system the COV should consider developing a Response Plan in case there is an incident.

Designed for the postal service, the BDS continually collects air samples from mail canceling equipment while it operates and uses sophisticated DNA matching to test for the presence of anthrax in the mail.

A DNA match would be picked up by the BDS computer network, conveyed to the site-controller computer, resulting in an alarm alerting personnel of a positive result.

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Personnel at the facility will activate the emergency action plan and evacuate the building.

### Equipment includes

(Two new) Northrop Grumman BDS Systems

**Unavailable at this time too the public.**

### Option II: X-Ray Screening Equipment for 150,000 pieces of mail per day, excluding the BDS Systems

#### Equipment: Mega Center I

Smiths Detection 100100V X-ray	\$ 58,473
a. Exit Roller Table	\$ 2,500
b. Entrance table roller	\$ 950
c. ADVANCED OPTION PACKAGE	\$ 11,500
d. Entrance Roller Table	\$ 950
e. ESTIMATED SHIPPING CHARGES	\$ 2,922
<b>Sub Total</b>	<b>\$ 76,345</b>

Smiths Detection 100100V X-ray	\$ 58,473
a. Exit Roller Table	\$ 2,500
b. Entrance table roller	\$ 950
c. ADVANCED OPTION PACKAGE	\$ 11,500
d. Entrance Roller Table	\$ 950
e. ESTIMATED SHIPPING CHARGES	\$ 2,922
<b>Sub Total</b>	<b>\$ 76,345</b>

IonScan 500DT detector for explosives	\$ 51,500
a. Condenser Tubes	\$ 35
b. Disposable Air Purification Tube (Qty 2)	\$ 220
c. Transportation Case	\$ 600
d. Cal Stick (Explosives or Narcotics)	\$ 125
e. Inlet Liner Kit	\$ 80
f. PC Workstation with IM Software	\$ 3,200
g. Interactive Training CD-ROM	\$ 1,382
h. Sample Cards and Rings	\$ 200
i. Filters	\$ 140
j. Printer / Paper / Ribbon	\$ 835
k. Explosives Swabs (Qty. 200)	\$ 80
l. Onsite Training Class	\$ 1,200
m. Shipping and Handling	\$ 125
<b>Sub Total</b>	<b>\$ 59,722</b>

Baker SterilGard II Hood included shipping, (2)	\$ 17,000
Use existing two hoods for executive staff	

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<b>Sub Total</b>	<b>\$ 17,000</b>
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### Equipment: Mega Center II

Smiths Detection 100100V X-ray	\$ 58,473
a. Exit Roller Table	\$ 2,500
b. Entrance table roller	\$ 950
c. ADVANCED OPTION PACKAGE	\$ 11,500
d. Entrance Roller Table	\$ 950
e. ESTIMATED SHIPPING CHARGES	\$ 2,922
<b>Sub Total</b>	<b>\$ 76,345</b>

Smiths Detection 100100V X-ray	\$ 58,473
a. Exit Roller Table	\$ 2,500
b. Entrance table roller	\$ 950
c. ADVANCED OPTION PACKAGE	\$ 11,500
d. Entrance Roller Table	\$ 950
e. ESTIMATED SHIPPING CHARGES	\$ 2,922
<b>Sub Total</b>	<b>\$ 76,345</b>

IonScan 500DT detector for explosives	\$ 51,500
a. Condenser Tubes	\$ 35
b. Disposable Air Purification Tube (Qty 2)	\$ 220
c. Transportation Case	\$ 600
d. Cal Stick (Explosives or Narcotics)	\$ 125
e. Inlet Liner Kit	\$ 80
f. PC Workstation with IM Software	\$ 3,200
g. Interactive Training CD-ROM	\$ 1,382
h. Sample Cards and Rings	\$ 200
i. Filters	\$ 140
j. Printer / Paper / Ribbon	\$ 835
k. Explosives Swabs (Qty. 200)	\$ 80
l. Onsite Training Class	\$ 1,200
m. Shipping and Handling	\$ 125
<b>Sub Total</b>	<b>\$ 59,722</b>

Baker SterilGard II Hood included shipping (2)	\$ 17,000
Use existing two hoods for executive staff	
<b>Sub Total</b>	<b>\$ 17,000</b>
<b>Total</b>	<b>\$ 229,412</b>

### Back-Up Equipment: (Both Mega Centers)

Smiths Detection 100100V X-ray	\$ 58,473
a. Exit Roller Table	\$ 2,500
b. Entrance table roller	\$ 950
c. ADVANCED OPTION PACKAGE	\$ 11,500



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d. Entrance Roller Table	\$ 950
e. ESTIMATED SHIPPING CHARGES	\$ 2,922
<b>Sub Total</b>	<b>\$ 76,345</b>

IonScan 500DT detector for explosives	\$ 51,500
a. Condenser Tubes	\$ 35
b. Disposable Air Purification Tube (Qty 2)	\$ 220
c. Transportation Case	\$ 600
d. Cal Stick (Explosives or Narcotics)	\$ 125
e. Inlet Liner Kit	\$ 80
f. PC Workstation with IM Software	\$ 3,200
g. Interactive Training CD-ROM	\$ 1,382
h. Sample Cards and Rings	\$ 200
i. Filters	\$ 140
j. Printer / Paper / Ribbon	\$ 835
k. Explosives Swabs (Qty. 200)	\$ 80
l. Onsite Training Class	\$ 1,200
m. Shipping and Handling	\$ 125
<b>Sub Total</b>	<b>\$ 59,722</b>
<b>Grand total</b>	<b>\$ 272,134</b>

## X-Ray Only Equipment

Department/Agency	Equipment		Price	Incoming USPS letter - daily FY2004	Incoming USPS flat - daily FY2004	Incoming Bus Reply - daily FY2004	Incoming Registered/Cert/ EXPRESS - daily FY2004	Incoming Express- daily FY2004	Total # Pieces
<u>Level Security Agency (1)</u>	Smiths Detection 100100V X-ray								
Corporation Commission, State	\$76,345.00			2000.00	600.00	0.00		70.00	2670.00
Motor Vehicles, Department of	\$76,345.00			2800.00		350.00	210.00		3360.00
Employment Commission, Virginia	\$76,345.00			4735.00	400.00	0.00	42.00	11.00	5188.00
Social Services, Department of	\$76,345.00			10000.00	300.00	8.00	50.00	20.00	10378.00
Workers' Compensation Commission Virginia	\$76,345.00			11000.00	0.00	0.00	9.00		11009.00
State Mail Service	\$76,345.00			8048.00	1945.00	5214.00	41.00	355.00	15603.00
Taxation Department of	\$76,345.00			41958.00	0.00	4.00	2320.00	55.00	44337.00
				<b>80541.00</b>	<b>3245.00</b>	<b>5576.00</b>	<b>2672.00</b>	<b>511.00</b>	<b>92545.00</b>
<b>Sub Total</b>	<b>\$534,415.00</b>	<u>Grand Total (2)</u>	<b>\$534,415.00</b>						
NOTE: 1 Level Security Agency is Mail Volume over 3000 pieces of mail per day.									
NOTE: 2 Grand Total for equipment include maintenance, installation and service charges									

Department/Agency	Equipment	Equipment			Incoming USPS letter - daily FY2004	Incoming USPS flat - daily FY2004	Incoming Bus Reply - daily FY2004	Incoming Registered/C ert/EXPRES S - daily FY2004	Incoming Express- daily FY2004	Total # Pieces
<u>Level Security Agency (1)</u>	Smiths Detection 100100V X-ray	Ion Scan 500DT Detector for Explosives								
Corporation Commission, State	\$76,345.00	\$59,722.00			2000.00	600.00	0.00		70.00	2670.00
Motor Vehicles, Department of	\$76,345.00	\$59,722.00			2800.00		350.00	210.00		3360.00
Employment Commission, Virginia	\$76,345.00	\$59,722.00			4735.00	400.00	0.00	42.00	11.00	5188.00
Social Services, Department of	\$76,345.00	\$59,722.00			10000.00	300.00	8.00	50.00	20.00	10378.00
Workers' Compensation Commission, Virginia	\$76,345.00	\$59,722.00			11000.00	0.00	0.00	9.00		11009.00
State Mail Service	\$76,345.00	\$59,722.00			8048.00	1945.00	5214.00	41.00	355.00	15603.00
Taxation Department of	\$76,345.00	\$59,722.00			41958.00	0.00	4.00	2320.00	55.00	44337.00
					<b>80541.00</b>	<b>3245.00</b>	<b>5576.00</b>	<b>2672.00</b>	<b>511.00</b>	<b>92545.00</b>
Sub Total	\$534,415.00	\$418,054.00	Sub Total (2)	\$952,469.00						
Back up Equipment	Smiths Detection 100100V X-ray	Ion Scan 500DT Detector for Explosives								
Corporation Commission, State	\$76,345.00	\$59,722.00			2000.00	600.00	0.00		70.00	2670.00
Motor Vehicles, Department of	\$76,345.00	\$59,722.00			2800.00		350.00	210.00		3360.00
Employment Commission, Virginia	\$76,345.00	\$59,722.00			4735.00	400.00	0.00	42.00	11.00	5188.00
Social Services, Department of	\$76,345.00	\$59,722.00			10000.00	300.00	8.00	50.00	20.00	10378.00
Workers' Compensation Commission, Virginia	\$76,345.00	\$59,722.00			11000.00	0.00	0.00	9.00		11009.00
State Mail Service	\$76,345.00	\$59,722.00			8048.00	1945.00	5214.00	41.00	355.00	15603.00
Taxation Department of	\$76,345.00	\$59,722.00			41958.00	0.00	4.00	2320.00	55.00	44337.00
Sub Total	\$534,415.00	\$418,054.00	Sub Total (2)	\$952,469.00	80541.00	3245.00	5576.00	2672.00	511.00	92545.00
			Grand Total	\$1,904,938.00						
NOTE: 1 Level Security Agency is Mail Volume over 3000 pieces of mail per day.										
NOTE: 2 Grand Total for equipment include maintenance, installation and service charges										

**Exhibit A**  
**Priority Agency**  
**COV Security Levels (Equipment Procurement)**

Department/Agency	Equipment	Equipment	Equipment	Equipment	Incoming USPS letter - daily FY2004	Incoming USPS flat - daily FY2004	Incoming Bus Reply - daily FY2004	Incoming Registered/ Cert/EXPR ESS - daily FY2004	Incoming Express- daily FY2004	Total # Pieces
<b>Level Security Agency (1)</b>	Smiths Detection 100100V X-ray	Ion Scan 500DT Detector for Explosives	Cepheid Gene Expert BDS System	Baker SterilGard II Hood						
Corporation Commission, State	\$76,345.00	\$59,722.00	\$42,000.00	\$8,500.00	2000.00	600.00	0.00		70.00	2670.00
Motor Vehicles, Department of	\$76,345.00	\$59,722.00	\$42,000.00	\$8,500.00	2800.00		350.00	210.00		3360.00
Employment Commission, Virginia	\$76,345.00	\$59,722.00	\$42,000.00	\$8,500.00	4735.00	400.00	0.00	42.00	11.00	5188.00
Social Services, Department of	\$76,345.00	\$59,722.00	\$42,000.00	\$8,500.00	10000.00	300.00	8.00	50.00	20.00	10378.00
Workers' Compensation Commission, Virginia	\$76,345.00	\$59,722.00	\$42,000.00	\$8,500.00	11000.00	0.00	0.00	9.00		11009.00
State Mail Service	\$76,345.00	\$59,722.00	\$42,000.00	\$8,500.00	8048.00	1945.00	5214.00	41.00	355.00	15603.00
Taxation Department of	\$76,345.00	\$59,722.00	\$42,000.00	\$8,500.00	41958.00	0.00	4.00	2320.00	55.00	44337.00
					<b>80541.00</b>	<b>3245.00</b>	<b>5576.00</b>	<b>2672.00</b>	<b>511.00</b>	<b>92545.00</b>
Sub Total	\$534,415.00	\$418,054.00	\$294,000.00	\$59,500.00						
			<u>Sub Total (2)</u>	<u>\$1,305,969.00</u>						
Back up Equipment	Smiths Detection 100100V X-ray	Ion Scan 500DT Detector for Explosives								
Corporation Commission, State	\$76,345.00	\$59,722.00			2000.00	600.00	0.00		70.00	2670.00
Motor Vehicles, Department of	\$76,345.00	\$59,722.00			2800.00		350.00	210.00		3360.00
Employment Commission, Virginia	\$76,345.00	\$59,722.00			4735.00	400.00	0.00	42.00	11.00	5188.00
Social Services, Department of	\$76,345.00	\$59,722.00			10000.00	300.00	8.00	50.00	20.00	10378.00
Workers' Compensation Commission, Virginia	\$76,345.00	\$59,722.00			11000.00	0.00	0.00	9.00		11009.00
State Mail Service	\$76,345.00	\$59,722.00			8048.00	1945.00	5214.00	41.00	355.00	15603.00
Taxation Department of	\$76,345.00	\$59,722.00			41958.00	0.00	4.00	2320.00	55.00	44337.00
<b>Sub Total</b>	<b>\$534,415.00</b>	<b>\$418,054.00</b>	<u>Sub Total (2)</u>	<u>\$952,469.00</u>	<b>80541.00</b>	<b>3245.00</b>	<b>5576.00</b>	<b>2672.00</b>	<b>511.00</b>	<b>92545.00</b>
			<b>Grand Total</b>	<b>\$2,258,438.00</b>						
NOTE: 1 Level Security Agency is Mail Volume over 3000 pieces of mail per day.										
NOTE: 2 Grand Total for equipment include maintenance, installation and service charges										

### 7.2.3 SMS Option Consolidated Inbound Mail Volumes

Abbrev.	Department/Agency	USPS mail delivered by:	Time mail delivered/picked up from PO	Interoffice delivery by:	Time delivered	Time picked up	Incoming USPS letter - daily FY2004	Incoming USPS flat - daily FY2004	Incoming Bus Reply - daily FY2004	Incoming Registered/Cert/EXPRESS - daily FY2004	Incoming Express-daily FY2004	Total # Pieces	Post office name	Post office location	Pickup, delivery or both?
LVA	Library of Virginia, The	USPS	11:30 AM	SMS	10:00AM		1600.00					1600.00	Brook Road - MAIN P.O.	BROOK RD.	D
OAG	Attorney General & Department of Law	Agency	8:30	SMS, VDOT, DMV	10:30 AM, 10:00 am, 10:00 am	10:30 AM, 10:00 am, 10:00 am	600.00	500.00	100.00		35.00	1235.00	Capitol Station P.O.	900 E. Main	B
DPOR	Professional and Occupational Regulation, Department of	Agency	-	-	-		400.00	100.00	100.00	30.00	1.00	631.00	Dabney Rd.- pickup & Brook Rd. deliver	-	-
VMFA	Museum of Fine Arts, Virginia	Agency	9:00 AM	SMS	11:00		600.00	0.00	2.00	0.00		602.00	Saunders Station	Broad St.	B
SOC	Commonwealth, Secretary of the	State Mail Service	9:00	SMS	9:00		500.00	0.00	0.00		100.00	600.00	NOT GIVEN	NOT GIVEN	-
	Administration of Claims	USPS	8:00	OAG & SMS	2:00		580.00	0.00	0.00	0.00		580.00	NA	NA	NA
DGS	State Mail Service	Agency	7:15 & before 12:00	NA, see route list for mail distribution	-		570.00	0.00	0.00	0.00		570.00	Capitol Station	700 Main Street	B
DGS	State Mail Service	Agency	7:15 & before 12:00	NA, see route list for mail distribution	-		570.00	0.00	0.00	0.00		570.00	Capitol Station	700 Main Street	B
DHP	Health Professions, Department of	COURIER	8:00 AM	SMS	10:00 AM		500.00	0.00	0.00	16.00		516.00	Brook Road - MAIN P.O.	Brook Rd., Richmond	P
DRS	Rehabilitative Services, Department of	USPS	12:00	SMS	9:30		300.00	200.00	5.00	5.00	1.00	511.00	unknown	-	-
SUPCT	Supreme Court	Courier & USPS	9:30	SMS	10:00		396.00	54.00	0.00	38.00		488.00	CAPITOL STATION	700 E. MAIN ST.	B
VITA	Information Technology Planning	USPS	12:30	SMS-interagency, Commonwealth Courier-intra agency	DGS-10:30, Courier-7:30, 10:00, 12:00, 2:00		350.00	100.00	0.00	18.00		468.00	NA	NA	NA
VITA	Virginia Information Technology Agency	USPS	12:30	SMS & Courier	10:00 by dgs and 4 x's by courier		350.00	100.00	0.00	0.00	18.00	468.00	NA	NA	NA
SBE	Elections, State Board of	USPS	3:00	SMS	AM		18.00	0.00	400.00	0.00		418.00	CAPITOL	MAIN ST.	?
SLD	Lottery Department, State	Agency	7:00 AM	SMS	throughout day	through-out day	350.00	25.00	1.00	15.00	2.00	393.00	1 - Capitol Station/ 2 - Brook Rd.	1 - 7th & Main/ 2 - Brook Rd., Richmond	Both

### 7.2.3 SMS Option Consolidated Inbound Mail Volumes

Abbrev.	Department/Agency	USPS mail delivered by:	Time mail delivered/picked up from PO	Interoffice delivery by:	Time delivered	Time picked up	Incoming USPS letter - daily FY2004	Incoming USPS flat - daily FY2004	Incoming Bus Reply - daily FY2004	Incoming Registered/Cert/EXPRESS - daily FY2004	Incoming Express-daily FY2004	Total # Pieces	Post office name	Post office location	Pickup, delivery or both?
	Administration, Secretary of, Governor's Office Mailroom	USPS	9:30, 2:00 & 3:00	SMS	9:30 & 2:00		350.00	0.00	0.00		24.00	374.00	Capitol Station	7th & Main St.	B
	Forensic Science Div.	USPS	3:00 PM	SMS	8:00 AM		300.00	0.00	0.00	0.00	40.00	340.00	NA	NA	NA
BSB	Bar, Virginia State	Agency	9:00	SMS	10:00		300.00	0.00	0.00		20.00	320.00	Capitol Station	700 Main Street	B
DMHM RSAS	Mental Health, Mental Retardation and Substance Abuse Services, Department of	Agency	7:30 AM	SMS	10:00		275.00	25.00	13.00	2.00	2.00	317.00	Capitol Station	Main Street	P
DJJ	Juvenile Justice, Department of	Agency	9:30 & 3:00	SMS	10:30 AM		175.00	125.00	0.00	0.00	8.00	308.00	NA	-	-
VDACS	Agriculture and Consumer Services, Department of	COURIER	7:15 AM	SMS	10:00 AM		250.00	50.00	5.00	0.00	0.00	305.00	Capitol Station P.O.	-	P
DCR	Conservation and Recreation, Department of	USPS	10:30 AM	SMS	9:30 AM		150.00	100.00	15.00	0.00	0.00	265.00	NA	-	-
	House of Delegates Mailroom	USPS	7:00 & 10:00	SMS	-		250.00	0.00	0.00	0.00	3.00	253.00	Capitol Station	7th & Main St.	B
VCCS	Community College System, Virginia	State Mail Service & USPS	11:30 & 12:45	SMS	2:00		200.00	0.00	0.00		5.00	205.00	-	-	-
DHCD	Housing and Community Development, Department of	USPS	3:30 PM	SMS	AM		150.00	50.00	0.00	0.00	5.00	205.00	-	-	-
DCE	Correctional Education, Department of	USPS	VARIES	SMS	VARIES		100.00	0.00	40.00		42.00	182.00	-	-	-
DOAV	Aviation, Department of	USPS	between 10:00 am and 5:00 pm	SMS	9:30 AM	9:30 AM	100.00	60.00	0.00	0.00	0.00	160.00	Airport Mail Facility	Air Express Rd.	delivery
DEM	Emergency Management, Department of	USPS	11:30-2:00	SMS	10:00		150.00				5.00	155.00	NA	-	-
DOAV	Accounts, Department of	Courier	7:00 AM	SMS	2:30 PM	2:30 PM	150.00	0.00	0.00	0.00	1.00	151.00	-	-	-
APA	Auditor of Public Accounts	Agency	9:00 A.M.	SMS?	?	?	150.00	0.00	0.00	0.00	0.36	150.36	-	-	-
DEQ	Environmental Quality, Department of	Agency & USPS	10:00	SMS	10:00		100.00	0.00	20.00	0.00	23.00	143.00	Main PO, Civic Ctr., 7th & Main st	8th & Marshall, Brook Rd. and 7th & Main St.	B, D, D
	Capital Outlay Management	USPS	2:00 PM	SMS	AM	AM	110.00	0.00	0.00		20.00	130.00	-	-	-

### 7.2.3 SMS Option Consolidated Inbound Mail Volumes

Abbrev.	Department/Agency	USPS mail delivered by:	Time mail delivered/picked up from PO	Interoffice delivery by:	Time delivered	Time picked up	Incoming USPS letter - daily FY2004	Incoming USPS flat - daily FY2004	Incoming Bus Reply - daily FY2004	Incoming Registered/Cert/EXPRESS - daily FY2004	Incoming Express-daily FY2004	Total # Pieces	Post office name	Post office location	Pickup, delivery or both?
DCJS	Criminal Justice Services, Department of	Agency	-	SMS	8:30 AM	8:30 AM	90.00	30.00	0.00	1.00	8.00	129.00	-	-	-
	Library Resource Center						105.00				4.00	109.00			
TD	Treasury, Department of	COURIER	7:00 & 8:30 AM	SMS	8:00 AM		100.00	0.00	0.00	6.00	2.00	108.00	Brook Road - MAIN P.O.	Brook Rd., Richmond	b
TD	Treasury, Department of	COURIER	7:00 & 8:30 AM	SMS	8:00 AM		100.00	0.00	0.00	6.00	2.00	108.00	Brook Road - MAIN P.O.	Brook Rd., Richmond	b
DHRM	Human Resource Management, Department of	USPS	12:00	SMS	1:30 PM		100.00	0.00	0.00	3.00		103.00	CENTRAL CAP	7TH & MAIN	?
	Human Resource Management, Department of Workers' Compensation Unit	USPS	11:00	OAG & SMS	1:00	1:00	100.00	0.00	0.00	0.00	3.00	103.00	NA	NA	NA
	Senate Post Office	Agency	9:30 & 11:30	SMS	0		60.00	15.00	5.00	0.00	7.00	87.00	Brook Road - MAIN P.O.	BROOK RD.	B
	Facilities Management	USPS	10:00 AM	SMS	AM		25.00	45.00	0.00	0.00	13.00	83.00	-	-	-
	Purchase & Supply Division	USPS	2:00 PM	SMS	8, 10, 2		25.00	50.00		1.00		76.00	NA	-	-
DCLS	Consolidated Laboratory	Agency	7:30 AM, 9:30 AM	SMS	2X		20.00	50.00	0.00	4.00	1.00	75.00	1. CAPITOL STATION 2. BROOK ROAD	1. DOWNTOWN 2. NEAR DOWNTOWN	1. P 2. D
SMV	Science Museum of Virginia, The	USPS	1:00	SMS	9:00		50.00	12.00	0.00	1.00	10.00	73.00	MAIN P.O.	BROOK RD.	B
SCHEV	Council of Higher Education for Virginia State	USPS	12:00	SMS	2:00		50.00	12.00	0.00	0.00		62.00	-	-	-
DHR	Historic Resources, Department of	USPS	3:00 PM	SMS	9:00 AM		50.00	0.00	0.00	0.00	7.00	57.00	STEWART STATION	FLOYD AVENUE	B
DOLI	Labor and Industry, Department of	COURIER	?	SMS	9:30 AM		50.00	5.00	0.00	1.00		56.00	Capitol Station	Main Street	B
HRC	Human Rights Council	USPS	2:00 PM	SMS	AM	AM	50.00	0.00	0.00	1.00		51.00	-	-	-
DFP	Fire Programs, Department of	USPS	3:30 PM	SMS	11:00 AM		40.00	0.00	0.00	3.00		43.00	unknown	-	-
VAIDC	Virginia Indigent Defense Agency	USPS	2:00 PM	SMS	10:00 AM		30.00	10.00	0.00	1.00		41.00	NA	-	-
	Bureau of Real Property Management	USPS	3:00 PM	SMS	9:30, 2:30		35.00	1.00	0.00	1.00		37.00	NA	-	-
DBA	Business Assistance, Department of	Courier	9:00 am & 3:00 pm	SMS	9:30 AM	9:30 AM	30.00	0.00	2.00	1.00	0.00	33.00	-	-	-
CGC	Charitable Gaming Commission	USPS	12:30 PM	SMS	1:30 PM	SAME	30.00	0.00	0.00	0.25		30.25	-	-	-

### 7.2.3 SMS Option Consolidated Inbound Mail Volumes

Abbrev.	Department/Agency	USPS mail delivered by:	Time mail delivered/picked up from PO	Interoffice delivery by:	Time delivered	Time picked up	Incoming USPS letter - daily FY2004	Incoming USPS flat - daily FY2004	Incoming Bus Reply - daily FY2004	Incoming Registered/Cert/EXPRESS - daily FY2004	Incoming Express-daily FY2004	Total # Pieces	Post office name	Post office location	Pickup, delivery or both?
JLARC	Joint Legislative Audit and Review Commission	USPS	2:30 PM	SMS	9:30 AM		13.00	15.00	0.00	0.00		28.00	NA	NA	NA
DMME	Mines, Minerals and Energy, Department of	USPS	3:00 PM	SMS	9:00 AM		25.00	3.00	0.00	0.00		28.00	NA	NA	NA
PDC	Richmond Public Defender's Office	USPS	12:00	SMS	AM		25.00	1.00	0.00	0.00		26.00	NA	-	-
VDC	Virginia Distribution Center	USPS	2:30	SMS	10:00		20.00		0.00		2.00	22.00	-	-	-
VDA	Aging, Department for the	USPS	1:30	SMS	10:00		20.00	0.00	0.00		1.00	21.00	-	-	-
CB	Compensation Board	COURIER	?	?? SAYS COURIER BUT THEY ARE ON SMS ROUTE	?	?	20.00	0.00	0.00	0.00	0.00	20.00	-	-	-
	Department of Engineering & Building	USPS	2-5 PM	SMS	9:30 AM & 2:30 PM	SAME	20.00	0.00	0.00	0.00	0.00	20.00	-	-	-
	Department of General Services Fiscal Services	State Mail Service & USPS	-	SMS	-		20.00	0.00	0.00	0.00		20.00	NA	NA	NA
VBPD	Disabilities, Virginia Board for People with	USPS	9:00 & 3:00	SMS	9:30		15.00	1.00	2.00	0.00	2.00	20.00	CAPITOL P.O.	MAIN ST.	?
VIB	Virginia Industries for the Blind	USPS	1:30 PM	NA	-		6.00	6.00	6.00	0.00	0.00	18.00	Brook Rd.	Brook Rd., Richmond	B
BBE	Board of Bar Examiners	USPS	2:30 PM	SMS	9:30 AM	9:30 AM	15.00	0.00	0.00	1.50		16.50	-	-	-
BOA	Board of Accountancy	USPS	12:30	SMS	9:00 A.M.	9:00 A.M.	14.00	0.00	0.00	2.00	0.00	16.00	-	-	NA
VCA	Arts, Virginia Commission for the	USPS	9:30	SMS	9:00		15.00	0.00	0.00	0.00		15.00	Street Post Box	Governor St.	delivery
DCP	Capitol Police, Division of	USPS	10:00 AM	SMS	??	??	15.00	0.00	0.00	0.00	0.00	15.00	-	-	-
DMBE	Minority Business Enterprise, Department of	USPS	1:00 PM	SMS	10:00		15.00	0.00	0.00	0.00		15.00	NA	NA	NA
CBLAD	Chesapeake Bay Local Assistance Department	USPS	2:00 PM	SMS	1:00 PM	1:00 PM	12.00	0.00	0.00	0.15		12.15	-	-	-
DHRM	DGS Human Resource Division	USPS	10:00 AM	?	-		1.00	1.00	10.00	0.00		12.00	NA	-	-
EDR	Employment Dispute Resolution, Department of	USPS	1:30 PM	SMS	9:30		4.00	4.00	4.00	0.00	0.00	12.00	na	-	-
DLAS	Legislative Automated Systems, Division of						10.00				1.00	11.00			



### 7.2.3 SMS Option Consolidated Inbound Mail Volumes

Abbrev.	Department/Agency	USPS mail delivered by:	Time mail delivered/picked up from PO	Interoffice delivery by:	Time delivered	Time picked up	Incoming USPS letter - daily FY2004	Incoming USPS flat - daily FY2004	Incoming Bus Reply - daily FY2004	Incoming Registered/Cert/EXPRESS - daily FY2004	Incoming Express-daily FY2004	Total # Pieces	Post office name	Post office location	Pickup, delivery or both?
DGS	General Services Director's Office	USPS	leaves mail outside door	SMS	-		10.00	0.00	0.00	0.00		10.00	-	-	-
	Information System Services	USPS	1:30:00 PM, throws at the door	other, employee walks over to p/u mail	-		5.00	0.00	0.00	2.00		7.00	NA	NA	NA
	Capital Defender, Office of the	USPS	12:00	NONE	-		5.00	0.00	0.00	0.00		5.00	NA	-	-
	Virginia War Memorial	USPS	2:30 & 5:00	SMS	2 X'S/WEEK		5.00	0.00	0.00	0.00		5.00	NA	NA	NA
VDVS	Veterans Services, Virginia Department of	USPS	?	SMS	am		3.00	0.00	0.00	0.00		3.00	NA	NA	NA
	Aviation Museum											0.00			
	Bell Towers											0.00			
DBVI	Blind and Vision Impaired, Department for the											0.00			
	Capitol Hostess											0.00			
	Capitol Police 2											0.00			
	Capitol Police 3											0.00			
CCC	Commonwealth Competition Council											0.00			
DOC/A	Corrections, Central Activities, Department of	USPS	noon	SMS	8:30 AM	8:30 AM			0.00	0.00	0.00	0.00	BROOK RD.		P
VSCC	Crime Commission, Virginia											0.00			
VDDHH	Deaf and Hard-Of-Hearing, Department of											0.00			
VEDP	Economic Development Partnership, Virginia											0.00			
	Fleet Management											0.00			
DGIF	Game and Inland Fisheries, Department of	Agency	8:15 AM & 10:30 AM	Courier	10:30 AM	-	0.00	0.00	0.00	0.00		0.00	West End	Dabney Road	B
JCHC	Health Care, Joint Commission on											0.00			
	House Appropriations Committee											0.00			
	House Delegates & Speaker											0.00			
	House Press Room											0.00			

### 7.2.3 SMS Option Consolidated Inbound Mail Volumes

Abbrev.	Department/Agency	USPS mail delivered by:	Time mail delivered/picked up from PO	Interoffice delivery by:	Time delivered	Time picked up	Incoming USPS letter - daily FY2004	Incoming USPS flat - daily FY2004	Incoming Bus Reply - daily FY2004	Incoming Registered/Cert/EXPRESS - daily FY2004	Incoming Express-daily FY2004	Total # Pieces	Post office name	Post office location	Pickup, delivery or both?
JIRC	Judicial Inquiry & Review Commission											0.00			
	Legislative Billroom											0.00			
	Legislative Information											0.00			
	Legislative Services											0.00			
LTGOV	Lieutenant Governor's Office											0.00			
CLG	Local Government, Commission on											0.00			
SMC	Milk Commission											0.00			
MVDB	Motor Vehicle Dealer Board	Agency	-	-	-		0.00	0.00	-	-		0.00	NA	-	-
VOPA	Office for Protection and Advocacy, Virginia											0.00			
DPB	Planning and Budget, Department of	USPS	NA, brings mail to Room 418.	NA	NA		0.00	0.00	0.00	0.00		0.00	NA	NA	NA
VRS	Retirement System, Virginia											0.00			
	Senate Clerk											0.00			
	Senate Committee Clerks											0.00			
	Senate Finance Commission											0.00			
SOV	Senate of Virginia											0.00			
SUPCT	Supreme Court Mailroom											0.00			
	Supreme Court Warehouse											0.00			
VASAP	Virginia Alcohol Safety Action Program, Commission on the											0.00			
VHDA	Virginia Housing Development Authority											0.00			
	Virginia Prepaid Education Program											0.00			
	Virginia Resources Authority											0.00			
	Virginia Tobacco Settlement Foundation											0.00			
VTA	Virginia Tourism Authority											0.00			
	TOTALS						12397.00	1750.00	730.00	159.90	418.36	15455.26			

### 7.2.4 SMS Option Courier USPS Summary Agency Expense

Department/Agency	Name of Courier Company	Pickup Time	# of PO Boxes	Post Office	Incoming USPS Mail Daily Volumes	a. Delivery/ pickup of USPS mail from U.S. Post Office	b. Delivery/ pickup of interagency mail	Total dollars spent FY2004
Accounts, Department of	Professional Courier Service	7:00am	1	?	151	X		4,216.65
Agriculture and Consumer Services, Department of	Metropolitan Courier Corp.		3	Capital Station	300	X	X	5,922.00
Elections, State Board of	Central Delivery Service			Capital Station	418	X		2,400.00
Business Assistance, Department of	courier	9;30am 3:30pm	1	?	33	X		2,640.00
Compensation Board	Professional Courier Service		1	?	200	X		1,950.00
Consolidated Laboratory	Central Delivery Service	7:15am 9:15am		Capital Station	70	X		11,250.00
Education, Department of	Professional Courier Service	7:30am 10:00a	1	Capital Station	890	X		4,205.00
Labor and Industry, Department of	911 Courier Service			Capital Station	55	X		3,750.00
Supreme Court Mailroom	Courier One			?	450	X		1,800.00
Treasury, Department of	Professional Courier Service	7:00am	2	Brook Road	100	X		10,400
<b>TOTALS</b>					<b>2,667</b>			<b>\$48,533.65</b>

## 7.2.5 SMS Option Agency Personnel Summary

### Pick-up from PO

Agency	Employee's Title	Type of Position (FTE, P-3, P-14 or temporary)	Annual Salary FY2004	Annual Benefits FY2004	Annual Salary FY2005 (budgeted)	Annual Benefits FY2005 (budgeted)	# of total hours worked per week	# of hours spent per week on following listed tasks:					# Hours per week attributable to mail	% of Salary & Benefits attributable Pick-up /Delivery from PO	Salary & benefits attributable Pick-up /Delivery from PO
								a. Pick-up /delivery from PO	b. Pick-up delivery - interagency mail	c. Internal sorting of mail	d. Metering of outgoing mail	e. Bulk mailing activities			
Administration, Secretary of, Governor's Office Mailroom		FTE	25,000.00	0.00			40.00	10	10	10	10		40	0.25	\$6,250
Community College System, Virginia	Office Services Assistant	P-3	18,948.12	3,335.53	19,452.00	3,744.00	30.00	1.5	3	5	5	4	18.5	0.05	\$1,114
Corrections, Virginia Department of	Administrative & Program Specialist II	FTE	20,915.00	9,187.00	21,542.00	9,504.00	40.00	10	12.5	17.5	0	0	40	0.25	\$7,526
Criminal Justice Services, Department of	Mailroom Asst.	Temp	0.00	0.00	19,560.00	0.00	30.00	1.5	4	11	11	2.5	30	0.05	\$0
Environmental Quality, Department of	General Admin Supv I	FTE	28,142.73	8,820.00	27,732.00	8,820.00	40.00	6	6	8	8	1	29	0.15	\$5,544
Environmental Quality, Department of	Admin Spec II	FTE	23,648.88	7,998.72	23,304.48	7,998.72	40.00	0	5	6	6	1	18	0	\$0
Forensic Science, Department of	[mail/stock room employee]	P-3	25,563.00	7,669.00	25,563.00	7,669.00	40.00	2	2	1	1		6	0.05	\$1,662
Forensic Science, Department of	[part-time mail/stock room employee]	P-14	18,657.60	0.00	18,657.60	0.00	40.00	1	1	1	1		4	0.025	\$466
Game and Inland Fisheries, Department of	Postal Assistant	FTE	19,008.00	5,322.00	19,800.00	5,544.00	40.00	2.5	2.5	5	20	0	30	0.0625	\$1,521
Historic Resources, Department of	Gen. Adm Supv. I/Coord.	FTE	30,055.00	38,628.00	30,957.00	40,478.00	40.00	1.5	0	10	1	0	12.5	0.0375	\$2,576
House of Delegates Mailroom	Support Services Specialist	FTE	25,001.00	6,786.62	25,743.00	6,880.48	40.00	2.5	1	1.5	2	0	7	0.0625	\$1,987

**7.2.5 SMS Option Agency Personnel Summary**  
**Pick-up from PO**

Agency	Employee's Title	Type of Position (FTE, P-3, P-14 or temporary)	Annual Salary FY2004	Annual Benefits FY2004	Annual Salary FY2005 (budgeted)	Annual Benefits FY2005 (budgeted)	# of total hours worked per week	# of hours spent per week on following listed tasks:					# Hours per week attributable to mail	% of Salary & Benefits attributable Pick-up /Delivery from PO	Salary & benefits attributable Pick-up /Delivery from PO
								a. Pick-up /delivery from PO	b. Pick-up delivery - interagency mail	c. Internal sorting of mail	d. Metering of outgoing mail	e. Bulk mailing activities			
Library of Virginia	Support Services Assistant	P-3	20,248.00	8,821.00	20,787.00	9,223.00	40.00	2.5	5.5	8	0	0	16	0.0625	\$1,817
Lottery, Department of	Mailroom Supervisor	FTE	30,688.00	11,563.00	31,514.00	12,774.00	40.00	5	25	5	5	0	40	0.125	\$5,281
Mental Health, Department of	Admin. & Program Spec. II (Postal Asst.)	P-3	26,131.00	12,720.00	26,916.00	12,817.00	40.00	1	1.5	1.5	3	0	7	0.025	\$971
Museum of Fine Arts, Virginia	[mailroom clerk]	P-3	24,443.00	10,533.00	24,443.00	10,533.00	40.00	10	10	10	10	0	40	0.25	\$8,744
Professional and Occupational Regulation, Department of	Admim. Office Specialist II	P- 3	11,028.00	4,934.00	22,259.00	10,904.00	40.00	1.7	0	1.7	0	0	3.4	0.0425	\$678
State Bar, Virginia	Mail Clerk	FTE	22,224.00	8,130.00	23,002.00	8,450.00	37.5	2.5	0.5	17.5	12.5	0	33	0.06666667	\$2,024
<b>Totals</b>								<b>61.20</b>	<b>89.50</b>	<b>119.70</b>	<b>95.50</b>	<b>8.50</b>	<b>374.40</b>		<b>\$48,161</b>

7.2.6 SMS Option Consolidated Outbound Mail Volumes

Abbrev	Department/Agency Note: All agencies listed in yellow have postage meters - Approx. (53) meters	Agency with Postage Meter Equipment X	Significant large variations in OUTGOING daily or monthly volumes? [provide comments]	Outgoing USPS letters - daily FY2004	Outgoing USPS letters - daily FY2005	Outgoing USPS flats - daily FY2004	Outgoing USPS flats - daily FY2005	Total # letters & flats FY2004	Total # letters & flats FY2005	Outgoing bulk/stand- dard - daily FY2004	Outgoing bulk/stand- dard - daily FY2005	Outgoing USPS Express - daily FY2004	Outgoing USPS Express - daily FY2005	Outgoing Intra- agency - daily FY2004	Outgoing Intra- agency - daily FY2005	Outgoing Registered/ cert - daily FY2004	Outgoing Registered /cert - daily FY2005	Outgoing Pouch - daily FY2004	Outgoing Pouch - daily FY2005	Outgoing other - daily
DPOR	Professional and Occupational Regulation, Department of	X		2500.00	2500.00	150.00	150.00	2650.00	2650.00	0.00	0.00	2.00	2.00	4.00	4.00	30.00	30.00	0.00	0.00	0.00
VMFA	Museum of Fine Arts, Virginia	X		2500.00	2500.00	0.00	0.00	2500.00	2500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VDACS	Agriculture and Consumer Services, Department of	X		1000.00	1000.00	250.00	250.00	1250.00	1250.00	0.00	0.00	0.00	0.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00
DCJS	Criminal Justice Services, Department of	X	IST CLASS FLATS SEASONAL (?)	800.00	816.00	100.00	100.00	900.00	916.00	0.00	0.00	0.00	0.00	20.00	20.00	10.00	10.00	0.00	0.00	0.00
DCR	Conservation and Recreation, Department of	X		391.00	391.00	390.00	390.00	781.00	781.00	0.00	0.00	0.00	0.00	60.00	60.00	0.00	0.00	0.00	0.00	0.00
BSB	Bar, Virginia State	X		743.00	743.00	0.00	0.00	743.00	743.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DCLS	Consolidated Laboratory	X	Quarterly mailouts of drinking water fee-for- service program, invoices & follow-on UPS shipments of drinking water sample collection kits.	641.00	641.00	10.00	10.00	651.00	651.00	0.00	0.00	0.00	0.00	8.00	8.00	5.00	5.00	0.00	0.00	0.00
OAG	Attorney General & Department of Law	X	All subject to change when AG changes	500.00	550.00	100.00	110.00	600.00	660.00	0.00	0.00	20.00	20.00	60.00	66.00	20.00	20.00	0.00	0.00	0.00
SOC	Commonwealth, Secretary of the	X		500.00	500.00	60.00	60.00	560.00	560.00	0.00	0.00	5.00	5.00	20.00	20.00	242.00	242.00	0.00	0.00	0.00
DMHMR SAS	Mental Health, Mental Retardation and Substance Abuse Services, Department of	X		350.00	350.00	200.00	200.00	550.00	550.00	0.00	0.00	0.00	0.00	45.00	45.00	5.00	5.00	0.00	0.00	0.00
	Administration of Claims	X		500.00	500.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00
VCCS	Community College System, Virginia	X		500.00	500.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	0.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00
DHP	Health Professions, Department of			473.00	473.00	0.00	0.00	473.00	473.00	22.00	22.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DOLI	Labor and Industry, Department of	X		450.00	450.00	5.00	5.00	455.00	455.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00
SUPCT	Supreme Court	X		250.00	250.00	115.00	115.00	365.00	365.00	0.00	0.00	0.00	0.00	6.00	6.00	2.00	2.00	1.00	1.00	750.00
SLD	Lottery Department, State	X		300.00	330.00	25.00	27.50	325.00	357.50	0.00	0.00	0.00	0.00	45.00	45.00	0.00	0.00	0.00	0.00	0.00
DJJ	Juvenile Justice, Department of	X		175.00	175.00	100.00	100.00	275.00	275.00	0.00	0.00	0.00	0.00	25.00	25.00	2.00	2.00	0.00	0.00	0.00
	Library Resource Center			25.00	25.00	250.00	250.00	275.00	275.00		0.00	2.00	2.00		0.00		0.00			0.00
DGIF	Game and Inland Fisheries, Department of	X		200.00	200.00	75.00	75.00	275.00	275.00	0.00	0.00	1.00	1.00	50.00	50.00	3.00	3.00	0.00	0.00	0.00
DRS	Rehabilitative Services, Department of	X		200.00	194.00	25.00	24.25	225.00	218.25	3.00	2.40	0.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00
SMV	Science Museum of Virginia, The	X		204.00	204.00	0.00	0.00	204.00	204.00	400.00	400.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00
	Administration, Secretary of, Governor's Office Mailroom	X		200.00	200.00	0.00	0.00	200.00	200.00	0.00	0.00	0.00	0.00	40.00	40.00	3.00	3.00	0.00	0.00	0.00
DHCD	Housing and Community Development, Department of	X		200.00	200.00	0.00	0.00	200.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LVA	Library of Virginia, The	X		161.00	161.00		0.00	161.00	161.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DOC/CA	Corrections, Central Activities, Department of	X		75.00	76.50	75.00	76.50	150.00	153.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	35.00	0.00	0.00	0.00
	Forensic Science Div.	X		150.00	150.00	0.00	0.00	150.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	10.00	0.00	0.00	0.00
DCE	Correctional Education, Department of	X		100.00	104.00	0.00	0.00	100.00	104.00	50.00	52.00	0.00	0.00	5.00	5.20	1.00	1.04	0.00	0.00	40 mailbags to schools
	Senate Post Office	X		90.00	90.00	13.00	13.00	103.00	103.00	0.00	0.00		0.00	10.00	10.00	3.00	3.00	0.00	0.00	0.00
	House of Delegates Mailroom	X		100.00	100.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00
DOAV	Aviation, Department of	X	Large volumes for conference materials & VAB mtgs.	75.00	75.00	25.00	25.00	100.00	100.00	0.00	0.00	0.00	0.00	3.00	3.00	20.00	20.00	0.00	0.00	0.00
DMBE	Minority Business Enterprise, Department of	X		100.00	100.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DOAV	Accounts, Department of	X	na	75.00	97.50	0.00	0.00	75.00	97.50	0.00	0.00	0.00	0.00	1.00	1.03	0.00	0.00	0.00	0.00	0.00
VITA	Virginia Information Technology Agency	X		20.00	37.00	20.00	37.00	40.00	74.00	0.00	0.00	0.00	0.00	25.00	30.00	0.00	0.00	0.00	0.00	2.00
DGS	State Mail Service	X		65.00	65.00	0.00	0.00	65.00	65.00	0.00	0.00	0.00	0.00	1085.00	1085.00	0.00	0.00	0.00	0.00	0.00
PDC	Richmond Public Defender's Office	X		50.00	50.00	3.00	3.00	53.00	53.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DHR	Historic Resources, Department of	X		33.00	33.00	17.00	17.00	50.00	50.00	17.00	17.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00
VAIDC	Virginia Indigent Defense Agency	X		45.00	45.00	0.00	0.00	45.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VITA	Information Technology Planning			20.00	20.00	20.00	20.00	40.00	40.00	0.00	0.00	0.00	0.00	25.00	25.00	0.00	0.00	0.00	0.00	0.00

7.2.6 SMS Option Consolidated Outbound Mail Volumes

Abbrev .	Department/Agency Note: All agencies listed in yellow have postage meters - Approx. (53) meters	Agency with Postage Meter Equipment X	Significant large variations in OUTGOING daily or monthly volumes? [provide comments]	Outgoing USPS letters - daily FY2004	Outgoing USPS letters - daily FY2005	Outgoing USPS flats - daily FY2004	Outgoing USPS flats - daily FY2005	Total # letters & flats FY2004	Total # letters & flats FY2005	Outgoing bulk/standard - daily FY2004	Outgoing bulk/standard - daily FY2005	Outgoing USPS Express - daily FY2004	Outgoing USPS Express - daily FY2005	Outgoing Intra-agency - daily FY2004	Outgoing Intra-agency - daily FY2005	Outgoing Registered/cert - daily FY2004	Outgoing Registered/cert - daily FY2005	Outgoing Pouch - daily FY2004	Outgoing Pouch - daily FY2005	Outgoing other - daily
DHRM	Human Resource Management, Department of	X		40.00	40.00	0.00	0.00	40.00	40.00	0.00	0.00	0.00	0.00	20.00	20.00	0.00	0.00	0.00	0.00	0.00
	Human Resource Management, Department of Workers' Compensation Unit			40.00	40.00	0.00	0.00	40.00	40.00	0.00	0.00	0.00	0.00	20.00	20.00	3.00	3.00	0.00	0.00	0.00
APA	Auditor of Public Accounts	X	2-3X MORE ON FRIDAYS	30.00	30.00	0.00	0.00	30.00	30.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00
DEQ	Environmental Quality, Department of	X		25.00	26.25	0.00	0.00	25.00	26.25		0.00	2.00	2.00	300.00	300.00	8.00	8.00	1.00	1.00	0.00
VDA	Aging, Department for the Facilities Management	X		22.00	22.00	0.00	0.00	22.00	22.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00
				18.00	18.00	2.00	2.00	20.00	20.00	0.00	0.00	0.00	0.00	25.00	25.00	0.00	0.00	0.00	0.00	0.00
DFP	Fire Programs, Department of	X		20.00	20.00	0.00	0.00	20.00	20.00	0.00	0.00	0.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00
VDC	Virginia Distribution Center	X		20.00	20.00	0.00	0.00	20.00	20.00	0.00	0.00		0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00
DCP	Capital Police, Division of	-		20.00	20.00	0.00	0.00	20.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SBE	Elections, State Board of	X		18.00	18.36	0.00	0.00	18.00	18.36		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JLARC	Joint Legislative Audit and Review Commission	X		10.00	10.00	5.00	5.00	15.00	15.00	0.00	0.00	0.00	0.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00
DMME	Mines, Minerals and Energy, Department of	X		11.00	11.00	2.00	2.00	13.00	13.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00
	Bureau of Real Property Management			12.00	12.00	0.00	0.00	12.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Department of Engineering & Building	-		12.00	12.00	0.00	0.00	12.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BOA	Board of Accountancy	-		12.00	12.00	0.00	0.00	12.00	12.00	0.00	0.00	25.00	25.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
DHRM	DGS Human Resource Division			12.00	12.00	0.00	0.00	12.00	12.00	0.00	0.00	0.00	0.00	7.00	7.00	0.00	0.00	0.00	0.00	0.00
BBE	Board of Bar Examiners	X	ANNUAL MAILING OF 14,000 RE LICENSE RENEWALS	11.00	11.00	0.00	0.00	11.00	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CGC	Charitable Gaming Commission	-		10.00	10.00	0.00	0.00	10.00	10.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
	Department of General Services Fiscal Services			10.00	10.00	0.00	0.00	10.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CBLAD	Chesapeake Bay Local Assistance Department	X	-	10.00	10.00	0.00	0.00	10.00	10.00	0.00	0.00	0.00	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00
EDR	Employment Dispute Resolution, Department of	X		6.00	6.00	2.00	2.00	8.00	8.00	0.00	0.00	0.00	0.00	8.00	8.00	1.00	1.00	0.00	0.00	0.00
	Capital Outlay Management	-		5.00	5.00	0.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DBA	Business Assistance, Department of	X	-	3.00	3.00	2.00	2.00	5.00	5.00	0.00	0.00	0.00	0.00	3.00	3.00	1.00	1.00	0.00	0.00	0.00
CB	Compensation Board	X	-	5.00	5.00	0.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VCA	Arts, Virginia Commission for the	X		5.00	5.00	0.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DGS	General Services Director's Office			5.00	5.00	0.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00
	Virginia War Memorial			4.00	4.00	0.00	0.00	4.00	4.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Capital Defender, Office of the	X		3.00	3.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DLAS	Legislative Automated Systems, Division of	X		2.00	2.00		0.00	2.00	2.00		0.00		0.00		0.00	1.00	1.00		0.00	
VDVS	Veterans Services, Virginia Department of			2.00	2.00	0.00	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Information System Services			1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEM	Emergency Management, Department of	X		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	2.00	2.00		0.00		0.00	
	Purchase & Supply Division			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SCHEV	Council of Higher Education for Virginia State	X		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00
HRC	Human Rights Council	X	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VBPD	Disabilities, Virginia Board for People with	X		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VIB	Virginia Industries for the Blind	X	Very little outgoing, see survey	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Aviation Museum				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	Bell Towers				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
DBVI	Blind and Vision Impaired, Department for the	X			0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	Capitol Hostess				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	Capitol Police 2				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	Capitol Police 3				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	

7.2.6 SMS Option Consolidated Outbound Mail Volumes

Abbrev .	Department/Agency Note: All agencies listed in yellow have postage meters - Approx. (53) meters	Agency with Postage Meter Equipment X	Significant large variations in OUTGOING daily or monthly volumes? [provide comments]	Outgoing USPS letters - daily FY2004	Outgoing USPS letters - daily FY2005	Outgoing USPS flats - daily FY2004	Outgoing USPS flats - daily FY2005	Total # letters & flats FY2004	Total # letters & flats FY2005	Outgoing bulk/stand- ard - daily FY2004	Outgoing bulk/stand- ard - daily FY2005	Outgoing USPS Express - daily FY2004	Outgoing USPS Express - daily FY2005	Outgoing Intra- agency - daily FY2004	Outgoing Intra- agency - daily FY2005	Outgoing Registered/ cert - daily FY2004	Outgoing Registered /cert - daily FY2005	Outgoing Pouch - daily FY2004	Outgoing Pouch - daily FY2005	Outgoing other - daily
CCC	Commonwealth Competition Council				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
VSCC	Crime Commission, Virginia				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
VDDHH	Deaf and Hard-Of-Hearing, Department of				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
VEDP	Economic Development Partnership, Virginia				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	Fleet Management				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
JCHC	Health Care, Joint Commission				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	House Appropriations Committee				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	House Delegates & Speaker				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	House Press Room				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
JIRC	Judicial Inquiry & Review Commission				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	Legislative Billroom				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	Legislative Information				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	Legislative Services				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
LTGOV	Lieutenant Governor's Office				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
CLG	Local Government, Commission				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
SMC	Milk Commission				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
MVDB	Motor Vehicle Dealer Board			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-	-
VOPA	Office for Protection and Advocacy, Virginia				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
DPB	Planning and Budget, Department of			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VRS	Retirement System, Virginia				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	Senate Clerk				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	Senate Committee Clerks				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	Senate Finance Commission				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
SOV	Senate of Virginia				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
SUPCT	Supreme Court Mailroom				0.00		0.00	0.00	0.00		0.00	0.00	0.00		0.00		0.00		0.00	
	Supreme Court Warehouse				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
VASAP	Virginia Alcohol Safety Action Program, Commission on the				0.00		0.00	0.00	0.00		0.00	0.00	0.00		0.00		0.00		0.00	
VHDA	Virginia Housing Development Authority				0.00		0.00	0.00	0.00		0.00	0.00	0.00		0.00		0.00		0.00	
	Virginia Prepaid Education Program				0.00		0.00	0.00	0.00		0.00	0.00	0.00		0.00		0.00		0.00	
	Virginia Resources Authority				0.00		0.00	0.00	0.00		0.00	0.00	0.00		0.00		0.00		0.00	
	Virginia Tobacco Settlement Foundation				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
VTA	Virginia Tourism Authority				0.00		0.00	0.00	0.00		0.00		0.00		0.00		0.00		0.00	
	TOTALS			15165.00	15301.61	2041.00	2071.25	17206.00	17372.86	492.00	493.40	57.00	57.00	1987.00	1998.23	409.00	409.04	2.00	2.00	752.00



### 7.2.7 SMS Option Postage Meter/Replacement Cost Summary

Agency	Vendor	Model	Year of Lease	Lease Expiration	Year of Purchase	Replacement Date	Approximate Replacement Cost after 2006	Approximate Replacement Cost 2005 & 2006	Monthly Lease Fee	Annual Lease Fee	Annual Cost - per COV	Annual Cost - per vendor	Penalty	Comments from Pitney Bowes
Accounts, Department of	Hasler, Inc.	WJ135 Meter rental			2004	Past 2008	no need	0	45.00	540.00	540.00	540.00		
Administration of Claims	Pitney Bowes	U570				n/a	0	0			0.00	0.00		
Aging, Department for the	Franco-Postalia	M3-3000			1996	12/30/2008	3,889	0	0.00	0.00	532.00	532.00		
Aging, Department for the	Franco-Postalia	Meter	1990	2004		2008	600	0	0.00	0.00	588.00	588.00		
Agriculture & Consumer Svc	Pitney Bowes	6500 METER			2001	Dec-06	0	7,000			1,110.00	1,110.00		CLOSEST REPLACEMENT APPROX \$7000
Attorney General	Pitney Bowes	DM800	2004			Jun-07		0			8,470.56	9,240.00	4,620.00	MY PAYMENT INCLUDES METER RENTAL
Auditor of Public Accounts	Pitney Bowes	E585 6500	2002			May-05		7,000			2,248.00	2,248.00	374.00	
Aviation, Department of	Hasler, Inc.	7500-Ebase US-8			1996									
Bar, Virginia State	Hasler, Inc.	TN 413	2003			Past 2008	No need	No need	83.00	996.00	3,372.00	3,372.00		
Bar, Virginia State	Hasler, Inc.	400	2001			N/A				0.00	545.00	545.00		
Bar, Virginia State	Hasler, Inc.	Smart Start II		2004	2008	N/A	8,000	0	98.00	1,176.00	1,176.00	1,176.00		
Blind And Vision Impaired	Pitney Bowes	E21R 6500 6500	2003 1999 1999			Jan-08		14,000			2,400.00	2,400.00	1,458.00	DO NOT HAVE RECORD OF SEPARATE METER RENT; NEED COPY OF INVOICES(?)
Board of Elections	Pitney Bowes	DM1000	2004			Dec-07					12,120.00	12,120.00	6,060.00	
Board of Bar Examiners	Pitney Bowes	E585	2002			2005		4,000			2,289.00	2,289.00	763.00	LEASE EXPIRES 02/2006; MAY HAVE PLACED ORDER END OF 2002
Business Assistance, Department of	Hasler, Inc.	3200			2001	??				0.00	4,000.00	4,000.00		
Business Assistance, Department of	Hasler, Inc.	1446	2004						50.00	600.00	600.00	600.00		
Business Assistance, Department of	Hasler, Inc.	320IAC		2000		2008	0	0		0.00	918.00	918.00		
Business Assistance, Department of	Hasler, Inc.	AH3010		2000		N/A	0	0		0.00	0.00	0.00		
Capital Defender (Appellate)	Pitney Bowes	B700	2004			Sep-07					645.00	645.00	322.00	
Chesapeake Bay	Pitney Bowes	N/A									0.00			
Community College System	Pitney Bowes	U570	2001			Dec-06		9,830			3,614.00	3,614.00	1,205.00	UNAWARE OF 2001 DATE
Compensation Board	Pitney Bowes	E585			2000	Dec-08	4,000	0			600.00	464.00		DO NOT HAVE RECORD OF THIS PAYMENT AMOUNT; NEED COPY OF INVOICES(?)
Conservation And Recreation, Department of	Hasler, Inc.	AH0305		2000		N/A				0.00	0.00	0.00		
Correctional Education	Pitney Bowes	DM500	2004			Mar-07					2,628.00	2,628.00	1,314.00	
Corrections, Central Activities, Department of	Hasler, Inc.	320	1998			2006	0	7,000	73.00	876.00	876.00	876.00		
Corrections, Central Activities, Department of	Hasler, Inc.	3201AS4	1998				0	7,000	73.00	876.00	1,776.00	1,776.00		

### 7.2.7 SMS Option Postage Meter/Replacement Cost Summary

Agency	Vendor	Model	Year of Lease	Lease Expiration	Year of Purchase	Replacement Date	Approximate Replacement Cost after 2006	Approximate Replacement Cost 2005 & 2006	Monthly Lease Fee	Annual Lease Fee	Annual Cost - per COV	Annual Cost - per vendor	Penalty	Comments from Pitney Bowes
Council of Higher Education	Pitney Bowes	U570	2003			Mar-06		9,830			3,614.00	3,614.00	1,205.00	
Criminal Justice	Pitney Bowes	F359	2004			Sep-07					3,216.00	3,216.00	8,844.00	MISSED THIS ONE; FOUND ACCT AND ADDED ROW
Criminal Justice	Pitney Bowes	U570	2004			Aug-07					3,607.00	3,216.00	1,807.00	
Dept Environmental Quality	Pitney Bowes	PARAGON			1996	Dec-06	12,120	22,738			5,681.00	2,237.00		DO NOT HAVE RECORD OF THIS PAYMENT AMOUNT; NEED COPY OF INVOICES(?)
Dept of Fire Programs	Pitney Bowes	DM800	2004			Dec-07					2,760.00	9,240.00	4,620.00	CONSOLIDATED TWO LOCATIONS TO ONE LEASE AT \$9240/YR
Dept of Health Professionals	Pitney Bowes	DM800 U-700	?			N/A					0.00	0.00	0.00	DO KNOW WHAT IS U700? DM800 IS MAIL MACHINE ON STATE RENTAL
Division of Consolidated Laboratory Services	Franco-Postalia	M5000	1998		3/29/2005	Model no longer available to service after 12/31/2008	Model no longer available	Model no longer available	312.50	3,750.00	3,750.00	3,750.00		
Division of Consolidated Laboratory Services	Franco-Postalia	FP30	1998	(7 year lease)	3/29/2005	No phase out	0	0	20.00	240.00	240.00	240.00		
Division of Consolidated Laboratory Services	Franco-Postalia	M5000	1998	(7 year lease)	3/29/2005	2005	0	4,200	50.00	600.00	600.00	600.00		
Division of Consolidated Laboratory Services	Franco-Postalia	MOS MCM Systems		1998		Still available				0.00	1,743.00	1,743.00		
Emergency Mgt	Pitney Bowes	E585			2000	Dec-08	4,000	0			928.32	1,382.00		
Employment Dispute Res	Pitney Bowes	E510	2004			Dec-07				2,082.00	1,509.00	754.00	E500 REPLACED BY E510 ON STATE CONTRACT; PAYMENT INDICATED BY PB IS CORRECT	
Forensic Science	Pitney Bowes	U580	2004			Jun-07					5,994.00	5,994.00	11,988.00	
Game & Inland Fisheries	Pitney Bowes	DM800	2004			Jan-07					5,316.00	5,316.00	10,632.00	
Historic Resources	Pitney Bowes	DM500	2004			Mar-07					2,640.00	2,640.00	1,320.00	
House of Delegates	Pitney Bowes	PARAGON			1999	Dec-06	0	22,738			1,099.00	4,807.00		E100 PAYMENT OF 1099 IS INCLUDED IN MY PAYMENT INDICATED
Housing And Community Development, Department of	Hasler, Inc.	AH 30			1999	Dec-08	2,000	0	91.50	1,098.00	1,338.00	1,338.00		
Housing And Community Development, Department of	Hasler, Inc.	3201	1999	2005					86.50	1,038.00	1,485.00	1,485.00		
Human Resource Management, Department of	Hasler, Inc.	320 Plus	1996			2008	7,000	0		0.00	1,555.00	1,555.00		
Human Resource Management, Department of	Hasler, Inc.	Ascom-Hasler Conveyor Stacker	1996			N/A	1,500	0	0.00	0.00	0.00			

### 7.2.7 SMS Option Postage Meter/Replacement Cost Summary

Agency	Vendor	Model	Year of Lease	Lease Expiration	Year of Purchase	Replacement Date	Approximate Replacement Cost after 2006	Approximate Replacement Cost 2005 & 2006	Monthly Lease Fee	Annual Lease Fee	Annual Cost - per COV	Annual Cost - per vendor	Penalty	Comments from Pitney Bowes
Human Resource Management, Department of	Hasler, Inc.	Ascom-Hasler Electronic Scale	1966			N/A	2,500	0	0.00	0.00	0.00			
Human Resource Management, Department of	Hasler, Inc.	KX-P1150	1996			N/A			68.00	816.00	816.00	816.00		
Human Rights Council	Pitney Bowes	E500	2002			Mar-05		2,306			1,482.00	1,482.00	123.00	
Information Technologies Agency, Virginia	Hasler, Inc.	System 320+	2004	2005		2008	7,000	0	27.00	324.00	1,224.00	1,224.00		
Information Technologies Agency, Virginia	Hasler, Inc.	64280	2004	2005		2008			76.00	912.00	1,011.00	912.00		
Information Technologies Agency, Virginia	Hasler, Inc.	AH-10	2004	2005		N/A	1,500	0	19.83	237.96	237.96	237.96		
Jt Legislative Audit & Review	Pitney Bowes	E585 N600	2003			Feb-06		4,000			2,289.00	2,289.00	763.00	N600 IS PART OF E585
Juvenile Justice, Department of	Hasler, Inc.	Mail Machine	2004	2005		2010			59.83	717.96	717.96	717.96		
Labor And Industry, Department of	Hasler, Inc.	320			2000	2008	7,000	0		0.00	900.00	900.00		
Labor And Industry, Department of	Hasler, Inc.	770			2000	N/A	2,500	0		0.00	0.00	0.00		
Legislative Automated Sys	Pitney Bowes	U570	2004			Feb-07					3,614.00	3,614.00	1,807.00	
Library of Va, the (Lva)	Pitney Bowes	U570 N700 6500 Ascent	Y								8,384.88	8,384.88	1,398.00	
Lottery Department, State	Hasler, Inc.	64280	2004	2005		?			72.00	864.00	2,801.00	864.00		
Lottery Department, State	Hasler, Inc.	337			2001	?	12,000	0		0.00	1,000.00	1,000.00		
Lottery Department, State	Hasler, Inc.	AH-3010			2001	?	2,000	0		0.00	240.00	240.00		
Lottery Department, State	Hasler, Inc.	3201			2001	?	7,000	0		0.00	900.00	900.00		
Mental Health, Mental Retardation & Substance	Pitney Bowes	U570	2004			Mar-07					3,614.00	3,614.00	1,807.00	
Mines Minerals & Energy	Pitney Bowes	E585			2003	Dec-08	4,000	0			650.88	923.00		AMOUNT PB INDICATES IS ALL ANNUAL EXPENSES
Minority Business Enterprise, Department of	Hasler, Inc.	27816			1996	?				0.00	0.00			
Minority Business Enterprise, Department of	Hasler, Inc.	Postage Meter	2004		2007	?	0	0	40.00	480.00	480.00	480.00		
Museum of Fine Arts	Pitney Bowes	PARAGON UF60			1998	Dec-06	0	22,738			3,072.00	4,533.00		UF60 IS PART OF PARAGON
Professional & Occupational	Pitney Bowes	DM 1000 UF60	2004			Dec-07					11,978.52	12,120.00	6,060.00	UF60 IS PART OF PARAGON
Professional And Occupational Regulation, Department of	Franco-Postalia	1102098 Postalia Folder			2001	4-Aug	0	3,470	99.00	1,188.00	1,571.00	1,571.00		

### 7.2.7 SMS Option Postage Meter/Replacement Cost Summary

Agency	Vendor	Model	Year of Lease	Lease Expiration	Year of Purchase	Replacement Date	Approximate Replacement Cost after 2006	Approximate Replacement Cost 2005 & 2006	Monthly Lease Fee	Annual Lease Fee	Annual Cost - per COV	Annual Cost - per vendor	Penalty	Comments from Pitney Bowes
Rehab Services	Pitney Bowes	PARAGON UF60			2000	Dec-06	0	9,240			2,801.00	1,137.00		UF60 IS PART OF PARAGON; NEED COPIES OF INVOICES TO DETERMINE TOTAL AMOUNT BILLED
Science Museum of Va	Pitney Bowes	DM800	2004			Jul-07					3,487.96	9,240.00	4,620.00	DM800 CONTRACT IS TOTAL COST OF MAIL MACHINE; HAVE ANOTHER SYSTEM FORM COMPETITOR USED FOR MARKETING, BUT DO NOT KNOW MODEL, PRICE, OR REPLACEMENT DATE
Secretary of Admin	Pitney Bowes	PARAGON U100	2003			Jul-05		22,738			11,193.00	11,193.00	1,986.00	U100 IS PART OF PARAGON
Secretary of Commonwealth	Pitney Bowes	DM1000	2003			Jul-06		22,738			10,800.00	1,401.00	4,040.00	DO NOT HAVE RECORD OF \$10800; NEED COPIES OF INVOICES
Senate of Virginia	Pitney Bowes	PARAGON	2001			Jun-06		22,738			8,640.00	8,640.00	12,960.00	
Supreme Court Clerk office	Pitney Bowes	E585 U570 UF50 J050 E100	2003			Feb-06		4,000			7,255.68	2,289.00	763.00	
Supreme Court Exec Sec'y	Pitney Bowes	PARAGON			1997	Dec-06	0	22,738			5,195.00	5,195.00		THIS EQUIPMENT INCLUDED IN CLERK OFFICE NUMBERS ABOVE; \$5195 REFLECTS PB INVOICES I CAN FIND
Va Board People W/ Disability	Pitney Bowes	DM300	2004			Jun-07					1,452.00	1,640.00	820.00	ONLY HAVE ONE STATE RENTAL AT MY PRICE INDICATED
Va Commission for the Arts	Pitney Bowes	NOT PB EQT									0.00			
Va Distribution Center	Pitney Bowes	B700	2003			Sep-06		4,508			645.00	645.00	215.00	
Va Indigent Defense Comm	Pitney Bowes	B700 6900	2003			Jun-06		4,508			1,482.00	645.00	215.00	B700 AT IS \$645 STATE RENTAL COST; NOT AWARE OF 6900 METER ALSO
VA PUBLIC DEFENDER	Pitney Bowes	DM300	2004			Nov-07					1,800.00	1,800.00	900.00	
VA PUBLIC DEFENDERS OFFICE	Pitney Bowes	E510	2004			Dec-07					1,572.00	1,572.00	786.00	I INDICATED OFFICE COST AT \$1572, NOT \$3372
<b>Totals</b>								<b>\$261,058.00</b>			<b>\$201,430.72</b>	<b>\$197,027.80</b>	<b>\$95,795.00</b>	

### 7.2.8 SMS Option Agency Personnel Summary Metering Outgoing Mail

Agency	Employee's Title	Type of Position (FTE, P-3, P-14 or temporary)	Annual Salary FY2004	Annual Benefits FY2004	Annual Salary FY2005 (budgeted)	Annual Benefits FY2005 (budgeted)	# of total hours worked per week	# of hours spent per week on following listed tasks:					# Hours per week attributable to mail	% of Salary & Benefits attributable to mail metering	Salary & benefits attributable to mail metering 2004
								a. Pick-up/delivery from PO	b. Pick-up delivery - interagency mail	c. Internal sorting of mail	d. Metering of outgoing mail	e. Bulk mailing activities			
Accounts, Department of	Admin. Support Tech	FTE	32,000.00	0.00	33,560.00	5,705.00	40.00	0	5	5	5	0	15	0.125	\$4,000
Administration, Secretary of, Governor's Office Mailroom		FTE	25,000.00	0.00			40.00	10	10	10	10		40	0.25	\$6,250
Agriculture and Consumer Services	Support Services Supervisor	FTE	37,451.00	12,354.00	37,907.00	13,765.00	40.00	0	1	1	1	0	3	0.025	\$1,245
Agriculture and Consumer Services	Printing Press Operator	FTE	32,323.00	11,969.00	33,184.00	13,336.00	40.00	0	5	5	5	0	15	0.125	\$5,537
Agriculture and Consumer Services	COE Student		5,950.00	453.00	7,280.00	557.00	20.00	0	4	4	4	0	12	0.2	\$1,281
Attorney General	Office Technician (Ellett)	FTE	24,622.00	6,402.00	25,361.00	6,594.00	37.50	0	25	10	5	3	43	0.13333	\$4,137
Community College System, Virginia	Office Services Assistant	P-3	18,948.12	3,335.53	19,452.00	3,744.00	30.00	1.5	3	5	5	4	18.5	0.16667	\$3,714
Community College System, Virginia	Office Services Specialist	FTE	25,616.23	7,701.51	26,298.00	86,886.00	40.00	0	3	5	5	4	17	0.125	\$4,165
Conservation and Recreation	Mail Clerk	P14	15,568.00	0.00	16,000.00	0.00	32.50	0	20	5	8	0	33	0.24615	\$3,832
Consolidated Laboratory Services, Division of	Postal Assistant	FTE	22,904.00	6,871.00	23,248.00	6,974.00	40.00	0	2.5	1.5	10	26	40	0.25	\$7,444

## 7.2.8 SMS Option Agency Personnel Summary Metering Outgoing Mail

Agency	Employee's Title	Type of Position (FTE, P-3, P-14 or temporary)	Annual Salary FY2004	Annual Benefits FY2004	Annual Salary FY2005 (budgeted)	Annual Benefits FY2005 (budgeted)	# of total hours worked per week	# of hours spent per week on following listed tasks:					# Hours per week attributable to mail	% of Salary & Benefits attributable to mail metering	Salary & benefits attributable to mail metering 2004
								a. Pick-up/delivery from PO	b. Pick-up delivery - interagency mail	c. Internal sorting of mail	d. Metering of outgoing mail	e. Bulk mailing activities			
Corrections, Virginia Department of	Administrative & Program Specialist II	FTE	26,132.00	11,525.00	26,916.00	11,875.00	40.00	0	12.5	17.5	10	0	40	0.25	\$9,414
Criminal Justice Services, Department of	Mailroom Asst.	Temp	0.00	0.00	19,560.00	0.00	30.00	1.5	4	11	11	2.5	30	0.36667	\$0
Elections, State Board of	Vernon Cousins Mailroom Supervisor	FTE	25,579.00	11,760.00	26,346.00	11,832.00	40.00	0	0	0.5	0.5	0.5	1.5	0.0125	\$467
Elections, State Board of	Eugene Burton - Mailroom Assistant	FTE	22,195.00	8,446.00	22,861.00	8,505.00	40.00	0	0	0.5	0.5	0.5	1.5	0.0125	\$383
Environmental Quality, Department of	General Admin Supv I	FTE	28,142.73	8,820.00	27,732.00	8,820.00	40.00	6	6	8	8	1	29	0.2	\$7,393
Environmental Quality, Department of	Admin Spec II	FTE	23,648.88	7,998.72	23,304.48	7,998.72	40.00	0	5	6	6	1	18	0.15	\$4,747
Forensic Science, Department of	[mail/stock room employee]	P-3	25,563.00	7,669.00	25,563.00	7,669.00	40.00	2	2	1	1		6	0.025	\$831
Forensic Science, Department of	[part-time mail/stock room employee]	P-14	18,657.60	0.00	18,657.60	0.00	40.00	1	1	1	1		4	0.025	
Game and Inland Fisheries, Department of	Postal Assistant	FTE	19,008.00	5,322.00	19,800.00	5,544.00	40.00	2.5	2.5	5	20	0	30	0.5	\$12,165
Historic Resources, Department of	Gen. Adm. Supv. I/Coord.	FTE	30,055.00	38,628.00	30,957.00	40,478.00	40.00	1.5	0	10	1	0	12.5	0.025	\$1,717

### 7.2.8 SMS Option Agency Personnel Summary Metering Outgoing Mail

Agency	Employee's Title	Type of Position (FTE, P-3, P-14 or temporary)	Annual Salary FY2004	Annual Benefits FY2004	Annual Salary FY2005 (budgeted)	Annual Benefits FY2005 (budgeted)	# of total hours worked per week	# of hours spent per week on following listed tasks:					# Hours per week attributable to mail	% of Salary & Benefits attributable to mail metering	Salary & benefits attributable to mail metering 2004
								a. Pick-up/delivery from PO	b. Pick-up delivery - interagency mail	c. Internal sorting of mail	d. Metering of outgoing mail	e. Bulk mailing activities			
Historic Resources, Department of	Confidential Asst.	FTE	30,675.00	40,571.00	31,595.00	40,993.00	40.00	0	0	1.5	0.5	0	2	0.0125	\$891
Historic Resources, Department of	Hist/Arch. & Pres. I	FTE	30,000.00	43,080.00	30,900.00	43,493.00	40.00	0	0	3	2	1	6	0.05	\$3,654
House of Delegates Mailroom	Support Services Specialist	FTE	25,001.00	6,786.62	25,743.00	6,880.48	40.00	2.5	1	1.5	2	0	7	0.05	\$1,589
House of Delegates Mailroom	House Postmaster	P-14	20,451.60	0.00	21,075.60	0.00	30.00	0	0	1.5	2	0	3.5	0.06667	\$1,363
Information Technology Planning	Administrative & Office Specialist II	FTE	17,769.00	8,987.00	20,582.00	9,862.00	40.00	0	0	3	1.75	0	4.75	0.04375	\$1,171
Library of Virginia	Support Services Assistant	P-3	23,078.00	9,340.00	23,692.00	9,782.00	40.00	0	0	8	8	0	16	0.2	\$6,484
Lottery, Department of	Mailroom Supervisor	FTE	30,688.00	11,563.00	31,514.00	12,774.00	40.00	5	25	5	5	0	40	0.125	\$5,281
Lottery, Department of	Mailroom Assistant I	FTE	24,471.00	12,922.00	25,129.00	14,437.00	40.00	0	25	6	9	0	40	0.225	\$8,413
Lottery, Department of	Mailroom Assistant I	FTE	12,070.00	4,210.00	19,726.00	7,421.00	40.00	0	25	6	9	0	40	0.225	\$3,663
Mental Health, Department of	Admin. & Program Spec. II (Postal Asst.)	P-3	26,131.00	12,720.00	26,916.00	12,817.00	40.00	1	1.5	1.5	3	0	7	0.075	\$2,914
Museum of Fine Arts, Virginia	[mailroom clerk]	P-3	24,443.00	10,533.00	24,443.00	10,533.00	40.00	10	10	10	10	0	40	0.25	\$8,744

## 7.2.8 SMS Option Agency Personnel Summary Metering Outgoing Mail

Agency	Employee's Title	Type of Position (FTE, P-3, P-14 or temporary)	Annual Salary FY2004	Annual Benefits FY2004	Annual Salary FY2005 (budgeted)	Annual Benefits FY2005 (budgeted)	# of total hours worked per week	# of hours spent per week on following listed tasks:					# Hours per week attributable to mail	% of Salary & Benefits attributable to mail metering	Salary & benefits attributable to mail metering 2004
								a. Pick-up/delivery from PO	b. Pick-up delivery - interagency mail	c. Internal sorting of mail	d. Metering of outgoing mail	e. Bulk mailing activities			
Professional and Occupational Regulation, Department of	Admin Office Specialist II	P- 3	11,028.00	4,934.00	22,259.00	10,904.00	40.00	0	2	0	1.4	0	3.4	0.035	\$559
Rehabilitative Services, Department of	Randy Harris	P-14	8,684.00	0.00	8,944.52	0.00	25.00	0	0	20	5	0	25	0.2	\$1,737
Science Museum of Virginia	[mailroom clerk]	P-3	18,000.00	0.00	0.00	0.00	40.00	10	10	10	10		40	0.25	\$4,500
State Bar, Virginia	Mail Clerk	FTE	22,224.00	8,130.00	23,002.00	8,450.00	37.5	2.5	0.5	17.5	12.5	0	33	0.33333	\$10,118
<b>Totals</b>								<b>57.00</b>	<b>211.50</b>	<b>206.50</b>	<b>198.15</b>	<b>43.50</b>			<b>\$139,801</b>



**7.2.9 Priority Location  
Inbound Mail Volumes (Screened Within Agency)**

Abbrev.	Department/Agency	USPS mail delivered by:	Time mail delivered/picked up from PO	Interoffice delivery by:	Time delivered	Time picked up	Incoming USPS letter - daily FY2004	Incoming USPS flat - daily FY2004	Incoming Bus Reply - daily FY2004	Incoming Registered/Cert/EXPR ESS - daily FY2004	Incoming Express-daily FY2004	Total # Pieces	Post office name	Post office location	Pickup, delivery or both?
SCC	Corporation Commission, State	Agency	-	SMS	10:00		2000.00	600.00	0.00		70.00	2670.00	CAPITOL	MAIN ST.	P
DMV	Motor Vehicles, Department of	Agency & USPS	7:30 & 10:00 AM delivery at 12:30 PM	SMS, Richmond Police, Ashland Auto and VITA Courier	AL:00 AM by DGS, various times by other couriers		2800.00		350.00	210.00		3360.00	Brook Rd.	1801 Brook Road	B
VEC	Employment Commission, Virginia	Agency	7:30, 8:30, 11:30, 2:00	SMS & Mailing Services	9:00 & 11:30		4735.00	400.00	0.00	42.00	11.00	5188.00	CAPITOL STATION & BROOK RD.	700 E. MAIN ST. & 1801 BROOK RD.	BOTH & BOTH
DSS	Social Services, Department of	Agency	6:30 & 10:30 pick up by DCSE Courier Svc.	SMS	2:30		10000.00	300.00	8.00	50.00	20.00	10378.00	Brook Rd. - Main, 3 add'l, see Operation Survey	Brook Rd., Richmond	B
VWC	Workers' Compensation Commission, Virginia	USPS	9:00 p/u & 3:00 delivers	SMS	11:00		11000.00	0.00	0.00	9.00		11009.00	SAUNDERS	W. BROAD ST.	P
DGS	State Mail Service	Agency	7:15 & before 12:00	NA, see route list for mail distribution	-		570.00	0.00	0.00	0.00		570.00	Capitol Station	700 Main Street	B
TAX	Taxation Department of	Agency	7:30, 9:30, 10:30	Mail Center	9:15 & 2:15, 8:45 & 2:25, 9:00 & 2:45, 10:00 & 2:00		41958.00	0.00	4.00	2320.00	55.00	44337.00	BROOK RD., SAUNDERS STATION, CAPITAL STATION	1801 Brook Rd., 1625 West Broad, 700 E. Main St.	D, P, P
	<b>TOTALS</b>						<b>73063.00</b>	<b>1300.00</b>	<b>362.00</b>	<b>2631.00</b>	<b>156.00</b>	<b>77512.00</b>			

**7.2.10 Priority Location  
Inbound Mail Volumes (Screened by SMS)**

Abbrev.	Department/Agency	USPS mail delivered by:	Time mail delivered/picked up from PO	Interoffice delivery by:	Time delivered	Time picked up	Incoming USPS letter - daily FY2004	Incoming USPS flat - daily FY2004	Incoming Bus Reply - daily FY2004	Incoming Registered/Cert/EXPR ESS - daily FY2004	Incoming Express-daily FY2004	Total # Pieces	Post office name	Post office location	Pickup, delivery or both?
ABC	Alcoholic Beverage Control, Department of	USPS	7:30 AM & 9:00 AM pickups, 12:00 PM delivery	SMS & ABC Courier	8:00:00 AM & 10:30 AM	SAME	570.00	145.00	14.00	39.00		768.00	Brook Road - Richmond Main Office	Brook Rd., Richmond	both
DOE	Education, Department of	Courier	7:30 & 10:00	SMS	2:00 PM		890.00	0.00	0.00	0.00	16.00	906.00	Capitol Station	-	-
VDOT	Transportation, Department of	Agency	7 & 9 a.m.	mailroom	am or pm		800.00	300.00	0.00	2.00	30.00	1132.00	CAPITOL STATION	MAIN ST.	P
VDH	Health, Department of	Agency	7:30 & 1:00	SMS	2:00		500.00	500.00	50.00	0.00	200.00	1250.00	MAIN St.		B
DMAS	Medical Assistance Services, Department of	Agency	7:15 & 11:15 AM	PICKED UP	11:00 AM		1000.00	500.00	70.00	0.00	37.00	1607.00	Capitol Station	Main Street	P
	Virginia Probation & Parole	USPS	3:00	SMS	10:00		1500.00	0.00	70.00	0.00	37.00	1607.00	NA	-	-
	TOTALS						5260.00	1445.00	204.00	41.00	320.00	7270.00			

## 7.2.11 Priority Location Personnel Summary (SMS) Pickup from PO

Agency	Employee's Title	Type of Position (FTE, P-3, P-14 or temporary)	Annual Salary FY2004	Annual Benefits FY2004	Annual Salary FY2005 (budgeted)	Annual Benefits FY2005 (budgeted)	# of total hours worked per week	# of hours spent per week on following listed tasks:					# Hours per week attributable to mail	% of Salary & Benefits attributable to mail pickup from PO	Salary & benefits attributable to mail pickup from PO FY2004
								a. Pick-up/delivery from PO	b. Pick-up delivery interagency mail	c. Internal sorting of mail	d. Metering of outgoing mail	e. Bulk mailing activities			
Alcoholic Beverage Control	Mail Center Supervisor	FTE	26,914.00	8,074.00	31,900.00	9,570.00	40.00	4	3	10	3	3	23	0.1	\$3,499
Alcoholic Beverage Control	Office Services Specialist	FTE	21,000.00	6,300.00	21,542.00	6,462.00	40.00	4	3	14	4	4	29	0.1	\$2,730
Alcoholic Beverage Control	Office Services Specialist	FTE	19,500.00	5,850.00	20,011.00	6,003.00	40.00	8	3	14	4	4	33	0.2	\$5,070
Health, Virginia Department of	Postal Assistant	FTE	17,501.00	7,057.00	17,785.00	7,172.00	40.00	10	25	5	0	0	40	0.25	\$6,140
Health, Virginia Department of	mail clerk	Temp	20,280.00	0.00	20,888.00	0.00	40.00	10	25	5	0	0	40	0.25	\$5,070
Medical Assistance Services, Department of	Office Services Specialist	FTE	25,000.00	0.00	25,000.00	0.00	40.00	10	10	10	10	0	40	0.25	\$6,250
Medical Assistance Services, Department of	Office Assist.	Temp	18,000.00	0.00	18,000.00	0.00	40.00	10	10	10	10	0	40	0.25	\$4,500
Transportation, Department of	Administrative Office Specialist II	FTE	19,128.00	9,521.00	20,376.00	6,372.00	40.00	4	3	3	0	0	10	0.1	\$2,865
<b>Totals</b>								<b>60.00</b>	<b>82.00</b>	<b>71.00</b>	<b>31.00</b>	<b>11.00</b>			<b>\$36,123</b>

**7.2.12 Priority Location  
Outbound Mail Volumes**

Abbrev.	Department/Agency	Significant large variations in OUTGOING daily or monthly volumes? [provide comments]	Outgoing USPS letters - daily FY2004	Outgoing USPS letters - daily FY2005	Outgoing USPS flats - daily FY2004	Outgoing USPS flats - daily FY2005	Total # letters & flats FY2004	Total # letters & flats FY2005	Outgoing bulk/standard - daily FY2004	Outgoing bulk/standard - daily FY2005	Outgoing USPS Express - daily FY2004	Outgoing USPS Express - daily FY2005	Outgoing Intra-agency - daily FY2004	Outgoing Intra-agency - daily FY2005	Outgoing Registered/cert - daily FY2004	Outgoing Registered/cert - daily FY2005	Outgoing Pouch - daily FY2004	Outgoing Pouch - daily FY2005	Outgoing - # of pieces in each pouch bag	Outgoing inserting - daily	Outgoing labeling - daily	Outgoing printing - daily	Outgoing other - daily
DMV	Motor Vehicles, Department of		54974.00	60471.40	0.00	0.00	54974.00	60471.40	0.00	0.00	2.00	2.20	0.00	0.00	630.00	642.60	0.00	0.00		41274.00	0.00	0.00	see survey for various outgoing mail
TD	Treasury, Department of		35450.00	35450.00	0.00	0.00	35450.00	35450.00	0.00	0.00	10.00	10.00	15.00	15.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
VEC	Employment Commission, Virginia		17328.00	17328.00	0.00	0.00	17328.00	17328.00	10.00	10.00	0.00	0.00	30.00	30.00	2.00	2.00	46.00	46.00				0.00	11.00
TAX	Taxation Department of		5689.00	5575.22	893.00	875.14	6582.00	6450.36	0.00	0.00		0.00	85.00	83.30	27.00	26.46	2.00	2.00		100.00	300.00	0.00	0.00
DSS	Social Services, Department of		1818.00	1818.00	227.00	227.00	2045.00	2045.00	0.00	0.00	3.00	3.00	40.00	40.00	30.00	30.00	150.00	150.00		0.00	0.00	0.00	0.00
DMAS	Medical Assistance Services, Department of		1800.00	1800.00	150.00	150.00	1950.00	1950.00	0.00	0.00	0.00	0.00	200.00	200.00	75.00	75.00	0.00	0.00		0.00	0.00	0.00	0.00
	Virginia Probation & Parole		1950.00	1950.00	0.00	0.00	1950.00	1950.00	0.00	0.00		0.00	0.00	0.00	75.00	75.00	0.00	0.00		0.00	0.00	0.00	0.00
SCC	Corporation Commission, State		1800.00	1800.00	600.00	600.00	2400.00	2400.00	0.00	0.00	20.00	20.00	0.00	0.00	500.00	500.00	0.00	0.00		0.00	0.00	0.00	0.00
DOE	Education, Department of		1440.00	1440.00	0.00	0.00	1440.00	1440.00	0.00	0.00	6.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
VDOT	Transportation, Department of		400.00	400.00	805.00	805.00	1205.00	1205.00	0.00	0.00	20.00	20.00	20.00	20.00	5.00	5.00	0.00	0.00		0.00	0.00	0.00	0.00
VDH	Health, Department of		500.00	500.00	500.00	500.00	1000.00	1000.00	200.00	200.00	0.00	0.00	10.00	10.00	35.00	35.00	0.00	0.00		0.00	0.00	0.00	0.00
ABC	Alcoholic Beverage Control, Department of	Preparation & mailing of license renewals, MBAR notifications, paychecks educational materials, public affair materials & ABC retail store mail	425.00	433.50	25.00	25.25	450.00	458.75	0.00	0.00	5.00	5.00	18.00	18.36	0.00	0.00	1.00	1.00	1.00	100.00	80.00	80.00	0.00
DGS	State Mail Service		65.00	65.00	0.00	0.00	65.00	65.00	0.00	0.00	0.00	0.00	1085.00	1085.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
VVC	Workers' Compensation Commission, Virginia	Outgoing volumes not provided in DGS Study		0.00		0.00	0.00	0.00		0.00	0.00	0.00		0.00		0.00		0.00					
	TOTALS		123639.00	129031.12	3200.00	3182.39	126839.00	132213.51	210.00	210.00	66.00	66.20	1503.00	1501.66	1379.00	1391.06	199.00	199.00	1.00	41474.00	380.00	80.00	11.00

### 7.2.13 Priority Location Postage Meter/Replacement Cost Summary

Agency	Vendor	Model	Year of Lease	Lease Expiration	Year of Purchase	Replacement Date	Approximate Replacement Cost	Monthly Lease Fee	Annual Lease Fee	Annual Cost - per COV	Annual Cost - per vendor	Penalty	Comments from Pitney Bowes
Alcoholic Beverage Control, Department of	Hasler, Inc.	6100		8/1/1993					600.00	600.00	600.00		PB
Dept of Education	Pitney Bowes	DM1000	2003			Jul-06				12,120.00	12,120.00	4,620.00	
Dept of Social Services	Pitney Bowes	DM1000	2004			Jun-07				12,120.00	12,120.00	6,060.00	
Dept of Social Services	Pitney Bowes	DI800	2003			Jun-06				12,048.00	12,048.00	18,072.00	HAD THIS IN MY ORIGINAL REPORT
Dept of Transportation	Pitney Bowes	DM1000	2004			May-07				13,068.00	12,120.00	6,060.00	ONLY HAVE ONE STATE RENTAL AT MY PRICE INDICATED
Dept of Treasury	Pitney Bowes	DM500			2004	N/A	N/A			384.00	771.00		DO NOT HAVE RECORD OF THIS PAYMENT AMOUNT; NEED COPY OF INVOICES(?)
Doc Probation & Parole	Pitney Bowes	E510	2003			Nov-06				1,509.00	1,509.00		
Employment Commission	Pitney Bowes	PARAGON			1995	Dec-06	12120			1,383.00	1,383.00		
Employment Commission	Pitney Bowes	U570	2002			Dec-05				1,383.00	1,383.00	1,560.00	HAD THIS IN MY ORIGINAL REPORT
Medical Assistance	Pitney Bowes	DM1000	2004			Jun-07				1,011.00	12,120.00	6,060.00	DO NOT HAVE RECORD OF \$1011
Motor Vehicles	Pitney Bowes	DF500 Paragon 6100			2004 1995 1995 1995	N/A 12/2006 12/2006 12/2008				10,802.00	10,802.00		
State Corporation Comm	Pitney Bowes	DM800	2004			Mar-07				9,240.00	9,240.00	4,620.00	
State Corporation Comm	Pitney Bowes	DM800	2004			Mar-07				9,240.00	9,240.00	4,620.00	
State Mail Service	Hasler, Inc.	Scale			2004	N/A			0.00	0.00			
State Mail Service	Hasler, Inc.	Ascom-Hasler Mail Machine	320 Plus		Yes	2008	7,000		0.00	683.00	683.00		
State Mail Service	Hasler, Inc.	Ascom-Hasler Postage Meter	H16413		Jun-05	2008	0		0.00	68.50	68.50		
Taxation	Pitney Bowes	6100 (2 EACH)			1989	Dec-06	\$14,000			2,800.00	464.00		CLOSEST REPLACEMENT APPROX \$7000
Va Dept of Health	Pitney Bowes	PARAGON U100			1999	Dec-06				2,058.00	9,676.00	12,120.00	U100 IS PART OF PARAGON
Workers Compensation	Pitney Bowes	DM1000	2004			Apr-07				12,120.00	12,120.00	6,060.00	
Workers Compensation	Pitney Bowes	DI800	2004			Jun-07				1,170.00	1,170.00	28,050.00	UTILIZE VWC PAYMENT AMOUNT FOR TOTAL OF THE TWO LEASES
Workers Compensation	Pitney Bowes	ACCUTRAC			1995	N/A	N/A			2,118.00	2,118.00		
Workers Compensation	Pitney Bowes	U570	2002			Dec-05				3,120.00	3,120.00	1,560.00	
Workers Compensation	Pitney Bowes	6500 METERS				N/A	N/A			2,500.00	2,500.00		
Workers Compensation	Pitney Bowes	U580	2004			Aug-07				3,613.00	3,613.00	1,807.00	
Workers Compensation	Pitney Bowes	N600 (2 EACH)			2000	N/A				700.00	700.00		

### 7.2.13 Priority Location Postage Meter/Replacement Cost Summary

Agency	Vendor	Model	Year of Lease	Lease Expiration	Year of Purchase	Replacement Date	Approximate Replacement Cost	Monthly Lease Fee	Annual Lease Fee	Annual Cost - per COV	Annual Cost - per vendor	Penalty	Comments from Pitney Bowes
Workers Compensation	Pitney Bowes	6500 METER (2 EACH)								1,759.00	1,759.00		
Workers Compensation	Pitney Bowes	F353			1999	N/A				1,268.00	1,268.00		
Workers Compensation	Pitney Bowes	ACCUTR AC	2004			Mar-07				2,040.00	2,040.00	4,590.00	
Workers Compensation	Pitney Bowes	PARAGO N			1995	Dec-06	12120			4,359.00	4,359.00		
Workers Compensation	Pitney Bowes		1995			Dec-06				4,115.00	4,115.00		
Workers Compensation	Pitney Bowes	6100			1995	Dec-08	7000			1,928.00	1,928.00		CLOSEST REPLACEMENT APPROX \$7000
Workers Compensation	Pitney Bowes	DI800	2003			Jun-06				24,977.28	40,738.00	18,072.00	
<b>Totals</b>										<b>156,304.78</b>	<b>187,895.50</b>	<b>123,931.00</b>	

**7.2.14 Priority Location Personnel Summary**  
**Metering Outgoing Mail**

Agency	Employee's Title	Type of Position (FTE, P-3, P-14 or temporary)	Annual Salary FY2004	Annual Benefits FY2004	Annual Salary FY2005 (budgeted)	Annual Benefits FY2005 (budgeted)	# of total hours worked per week	# of hours spent per week on following listed tasks:					# Hours per week attributable to mail	% of Salary & Benefits attributable to mail metering	Salary & benefits attributable to mail metering FY2004
								a. Pick-up/delivery from PO	b. Pick-up/delivery - interagency mail	c. Internal sorting of mail	d. Metering of outgoing mail	e. Bulk mailing activities			
Alcoholic Beverage Control	Mail Center Supervisor	FTE	26,914.00	8,074.00	31,900.00	9,570.00	40.00	4	3	10	3	3	23	0.075	\$2,624
Alcoholic Beverage Control	Office Services Specialist	FTE	21,000.00	6,300.00	21,542.00	6,462.00	40.00	4	3	14	4	4	29	0.1	\$2,730
Alcoholic Beverage Control	Office Services Specialist	FTE	19,500.00	5,850.00	20,011.00	6,003.00	40.00	8	3	14	4	4	33	0.1	\$2,535
Corporation Commission, State Board of	Mail Clerk	FTE	23,728.00	8,331.00	24,264.00	8,846.00	40.00	12.5	0	15	12.5	0	40	0.3125	\$10,018
Corporation Commission, State Board of	Mail Clerk	FTE	25,646.00	11,319.00	26,185.00	11,628.00	40.00	12.5	0	15	12.5	0	40	0.3125	\$11,552
Corporation Commission, State Board of	Mail Clerk	FTE	22,760.00	11,291.00	23,298.00	11,652.00	40.00	12.5	0	15	12.5	0	40	0.3125	\$10,641
Corporation Commission, State Board of	Mail Clerk	FTE	26,451.00	9,370.00	26,986.00	9,990.00	40.00	12.5	0	15	12.5	0	40	0.3125	\$11,194
Education, Department of	Tommie Harrell	FTE	27,323.00	10,877.00	30,543.00	15,840.00	40.00	0	5	5	10	2	22	0.25	\$9,550
Education, Department of	Rick Peters	FTE	25,557.00	10,877.00	25,972.00	9,104.00	40.00	0	10	5	10	3	28	0.25	\$9,109
Employment Commission, Virginia	Senior Mail Tech - Sorter Lead	FTE	25,557.00	6,992.00	26,324.00	8,782.00	40.00	10	10	10	10	0	40	0.25	\$8,137
Employment Commission, Virginia	Senior Mail Tech – Inserter	FTE	21,528.00	5,890.00	22,174.00	7,397.00	40.00	10	10	10	10	0	40	0.25	\$6,855
Employment Commission, Virginia	Senior Mail Tech – Sorter	FTE	22,006.00	6,020.00	22,666.00	7,561.00	40.00	10	10	10	10	0	40	0.25	\$7,007
Employment Commission, Virginia	Senior Mail Tech –Accounting	FTE	25,557.00	6,992.00	26,324.00	8,782.00	40.00	10	10	10	10	0	40	0.25	\$8,137
Employment Commission, Virginia	Postal Assistant - Inside	P-14	16,875.00	0.00	17,381.00	0.00	30.00	10	10	10	0	0	30	0	\$0
Employment Commission, Virginia	Postal Assistant – External	P-14	15,345.00	0.00	15,805.00	0.00	30.00	10	10	10	0	0	30	0	\$0

**7.2.14 Priority Location Personnel Summary**  
**Metering Outgoing Mail**

Agency	Employee's Title	Type of Position (FTE, P-3, P-14 or temporary)	Annual Salary FY2004	Annual Benefits FY2004	Annual Salary FY2005 (budgeted)	Annual Benefits FY2005 (budgeted)	# of total hours worked per week	# of hours spent per week on following listed tasks:					# Hours per week attributable to mail	% of Salary & Benefits attributable to mail metering	Salary & benefits attributable to mail metering FY2004
								a. Pick-up/delivery from PO	b. Pick-up/delivery - interagency mail	c. Internal sorting of mail	d. Metering of outgoing mail	e. Bulk mailing activities			
Employment Commission, Virginia	Supervisor	FTE	30,056.00	8,223.00	30,958.00	10,327.00	40.00	10	10	10	10	0	40	0.25	\$9,570
Health, Virginia Department of	Postal Assistant	FTE	17,501.00	7,057.00	17,785.00	7,172.00	40.00	10	25	5	0	0	40	0	\$0
Health, Virginia Department of	mail clerk	Temp	20,280.00	0.00	20,888.00	0.00	40.00	10	25	5	0	0	40	0	\$0
Health, Virginia Department of	mail clerk	Temp	22,922.00	0.00	22,922.00	0.00	40.00	0	0	5	25	10	40	0.625	\$14,326
Medical Assistance Services, Department of	Office Services Specialist	FTE	25,000.00	0.00	25,000.00	0.00	40.00	10	10	10	10	0	40	0.25	\$6,250
Medical Assistance Services, Department of	Office Assist.	Temp	18,000.00	0.00	18,000.00	0.00	40.00	10	10	10	10	0	40	0.25	\$4,500
Motor Vehicles, Department of	Manager	FTE	39,331.00	14,473.00	40,547.00	14,921.00	40.00	0	0	0	0	40	40	0	\$0
Motor Vehicles, Department of	Administrative Program Specialist	FTE	20,896.00	7,689.00	21,542.00	7,927.00	40.00	0	0	0	0	40	40	0	\$0
Motor Vehicles, Department of	Administrative Program Specialist	FTE	20,896.00	7,689.00	21,542.00	7,927.00	40.00	0	0	0	0	40	40	0	\$0
Motor Vehicles, Department of	Administrative Program Specialist	Contractual	15,140.00	0.00	15,594.00	0.00	40.00	0	0	0	0	40	40	0	\$0
Motor Vehicles, Department of	Manager	FTE	33,031.00	12,155.00	34,052.00	12,531.00	40.00	10	10	10	10	0	40	0.25	\$11,297
Motor Vehicles, Department of	Postal Assistant	FTE	24,421.00	8,986.00	25,176.00	9,265.00	40.00	0	0	40	0	0	40	0	\$0
Motor Vehicles, Department of	Postal Aide	FTE	18,389.00	6,767.00	18,957.00	6,976.00	40.00	0	0	40	0	0	40	0	\$0
Motor Vehicles, Department of	Office Services Specialist	FTE	24,421.00	8,986.00	25,176.00	9,265.00	40.00	0	0	20	20	0	40	0.5	\$16,704



**7.2.14 Priority Location Personnel Summary**  
**Metering Outgoing Mail**

Agency	Employee's Title	Type of Position (FTE, P-3, P-14 or temporary)	Annual Salary FY2004	Annual Benefits FY2004	Annual Salary FY2005 (budgeted)	Annual Benefits FY2005 (budgeted)	# of total hours worked per week	# of hours spent per week on following listed tasks:					# Hours per week attributable to mail	% of Salary & Benefits attributable to mail metering	Salary & benefits attributable to mail metering FY2004
								a. Pick-up/delivery from PO	b. Pick-up/delivery - interagency mail	c. Internal sorting of mail	d. Metering of outgoing mail	e. Bulk mailing activities			
Motor Vehicles, Department of	Program Support Technician	FTE	26,880.00	9,894.00	27,711.00	10,198.00	40.00	0	10	0	30	0	40	0.75	\$27,581
Motor Vehicles, Department of	Program Support Technician	FTE	29,842.00	10,981.00	30,764.00	11,321.00	40.00	0	0	40	0	0	40	0	\$0
Motor Vehicles, Department of	Program Support Technician	FTE	26,880.00	9,894.00	27,711.00	10,198.00	40.00	0	0	40	0	0	40	0	\$0
Motor Vehicles, Department of	Program Support Technician	FTE	26,880.00	9,894.00	27,711.00	10,198.00	40.00	0	0	0	40	0	40	1	\$36,774
Motor Vehicles, Department of	Foreman	FTE	26,436.00	9,728.00	27,253.00	10,029.00	40.00	0	0	20	20	0	40	0.5	\$18,082
Motor Vehicles, Department of	Program Support Technician	FTE	31,202.00	11,482.00	32,166.00	11,837.00	40.00	10	0	15	15	0	40	0.375	\$16,007
Motor Vehicles, Department of	Office Services Specialist	FTE	21,848.00	8,040.00	22,523.00	8,288.00	40.00	0	0	40	0	0	40	0	\$0
Motor Vehicles, Department of	Office Services Specialist	FTE	20,436.00	7,520.00	21,068.00	7,753.00	40.00	0	0	40	0	0	40	0	\$0
Motor Vehicles, Department of	Office Services Specialist	FTE	28,543.00	10,503.00	29,425.00	10,828.00	40.00	0	0	40	0	0	40	0	\$0
Motor Vehicles, Department of	Office Services Specialist	FTE			21,068.00	7,753.00	1.00	0	0	0	0	0	0	0	\$0
Motor Vehicles, Department of	Office Services Specialist	FTE	21,360.00	7,860.00	22,020.00	8,103.00	40.00	0	0	20	20	0	40	0.5	\$14,610
Motor Vehicles, Department of	Postal Assistant	P-14	14,712.00	5,414.00	15,164.00	5,580.00	30.00	0	0	30	0	0	30	0	\$0
Social Services, Department of	Admin. Prog. Specialist III	FTE	\$30,452	\$11,248	\$31,458	\$12,506	40.00	0	0	10	10	20	40	0.25	\$10,425
Social Services, Department of	Admin. Prog. Specialist II	FTE	\$29,211	\$11,005	\$30,087	\$12,246	40.00	0	0	15	20	5	40	0.5	\$20,108
Social Services, Department of	Admin. Prog. Specialist II	FTE	\$20,915	\$9,495	\$21,542	\$10,261	40.00	10	20	5	0	5	40	0	\$0

**7.2.14 Priority Location Personnel Summary**  
**Metering Outgoing Mail**

Agency	Employee's Title	Type of Position (FTE, P-3, P-14 or temporary)	Annual Salary FY2004	Annual Benefits FY2004	Annual Salary FY2005 (budgeted)	Annual Benefits FY2005 (budgeted)	# of total hours worked per week	# of hours spent per week on following listed tasks:					# Hours per week attributable to mail	% of Salary & Benefits attributable to mail metering	Salary & benefits attributable to mail metering FY2004
								a. Pick-up/delivery from PO	b. Pick-up delivery - interagency mail	c. Internal sorting of mail	d. Metering of outgoing mail	e. Bulk mailing activities			
Social Services, Department of	Temp.	Temp.	\$19,760	\$0	\$19,760	\$0	40.00	0	0	10	0	0	10	0	\$0
Taxation, Department of	Admin & Prog. Spec. II	FTE	27,323.00	8,470.00	28,143.00	8,470.00	8.00	0	0	0	4	4	8	0.5	\$17,897
Taxation, Department of	Admin & Prog. Spec. I	P-14	13,845.00	4,292.00	14,260.00	4,292.00	30.00	0	20	0	0	0	20	0	\$0
Taxation, Department of	Admin & Prog. Spec. I	P-14	14,295.00	4,431.00	14,724.00	4,431.00	30.00	5	5	0	0	0	10	0	\$0
Taxation, Department of	Admin & Prog. Spec. I	P-14	13,545.00	4,199.00	13,951.00	4,199.00	30.00	10	15	5	0	0	30	0	\$0
Taxation, Department of	Admin & Prog. Spec. I	P-14	12,900.00	3,999.00	13,287.00	3,999.00	30.00	0	5	20	0	0	25	0	\$0
Taxation, Department of	Admin & Prog. Spec. I	FTE	18,298.00	5,672.00	18,847.00	5,672.00	40.00	30	10	0	0	0	40	0	\$0
Taxation, Department of	Admin & Prog. Spec. I	FTE	18,610.00	5,769.00	19,168.00	5,769.00	40.00	10	20	0	0	0	30	0	\$0
Taxation, Department of	Admin & Prog. Spec. I	FTE	17,896.00	5,548.00	18,433.00	5,548.00	40.00	5	15	20	0	0	40	0	\$0
Taxation, Department of	Admin & Prog. Spec. I	FTE	19,315.00	5,988.00	19,894.00	5,988.00	40.00	10	10	0	0	0	20	0	\$0
Taxation, Department of	Admin & Prog. Spec. II	FTE	19,252.00	5,968.00	19,830.00	5,968.00	40.00	0	0	35	0	0	35	0	\$0
Taxation, Department of	Admin & Prog. Spec. I	FTE	16,738.00	5,189.00	17,240.00	5,189.00	40.00	0	10	10	20	0	40	0.5	\$10,964
Transportation, Department of	Administrative Office Specialist II	FTE	19,128.00	9,521.00	20,376.00	6,372.00	40.00	0.66	3	3	0	0	6.66	0	\$0
Transportation, Department of	Administrative Office Specialist II	FTE	25,557.00	10,822.00	26,132.00	8,172.00	40.00	0	0	2	6	0	8	0.15	\$5,457
Transportation, Department of	Administrative Office Specialist III	FTE	22,864.00	10,277.00	23,378.00	7,310.00	40.00	0	0	1	0	0	1	0	\$0
Transportation, Department of	Administrative Office Specialist II	Temporary	25,292.80	0.00	0.00	0.00	40.00	0	0	1	0	0	1	0	\$0

**7.2.14 Priority Location Personnel Summary**  
**Metering Outgoing Mail**

Agency	Employee's Title	Type of Position (FTE, P-3, P-14 or temporary)	Annual Salary FY2004	Annual Benefits FY2004	Annual Salary FY2005 (budgeted)	Annual Benefits FY2005 (budgeted)	# of total hours worked per week	# of hours spent per week on following listed tasks:					# Hours per week attributable to mail	% of Salary & Benefits attributable to mail metering	Salary & benefits attributable to mail metering FY2004
								a. Pick-up/delivery from PO	b. Pick-up/delivery - interagency mail	c. Internal sorting of mail	d. Metering of outgoing mail	e. Bulk mailing activities			
Transportation, Department of	Administrative Office Specialist (Postal Assistant)	Temporary	22,006.00	0.00	0.00	0.00	40.00	0	0	2	0	0	2	0	\$0
Transportation, Department of	Administrative Office Specialist (Postal Assistant)	Temporary	22,006.00	0.00	0.00	0.00	40.00	0	0	2	0	0	2	0	\$0
Transportation, Department of	Administrative Office Specialist (Postal Asst.)	Temporary	22,006.00	0.00	0.00	0.00	40.00	0	0	2	0	0	2	0	\$0
Transportation, Department of	Administrative Office Specialist (Postal Asst.)	Temporary	22,684.00	0.00	0.00	0.00	32.00	0	0	2	0	0	2	0	\$0
Treasury, Department of	Receptionist	FTE	24,000.00	10,063.00	24,720.00	11,227.00	40.00	0	0	1.25	0	0	1.25	0	\$0
Treasury, Department of	Administrative Support Specialist	FTE	21,500.00	7,120.00	22,145.00	7,887.00	40.00	0	0	5	0	0	5	0	\$0
Workers Compensation Commission	Bailiff	7 FTE	203,518.00	61,055.00	#####	62,540.00	280.00	0	0	0	10	20	30	0.035714286	\$9,449
Workers Compensation Commission	Mail Clerk	2 FTE	49,658.00	14,900.00	51,148.00	15,340.00	80.00	0	0	60	0	0	60	0	\$0
Workers Compensation Commission	VWC Courier	1 FTE	20,200.00	6,060.00	20,352.00	6,100.00	40.00	7.5	8.5	5	0	0	21	0	\$0
<b>Totals</b>								<b>284</b>	<b>326</b>	<b>824</b>	<b>401</b>	<b>240</b>	<b>2,075</b>		<b>\$350,086</b>

## Attachment 7.2.15 VIB Presort E-Mail

**From:** "Jeff Thurmond" <jthurmond@fedeng.com> [[Add to Address Book](#)]  
**To:** PClaire@fedeng.com  
**Cc:**  
**Subject:** FW: RE: question  
**Date:** 06/14/2005  
**Time:** 9:21 AM EDT

### Attachments:



VIB memo attached

----- Original Message -----

From: "Thomas, Paul J." <Paul.Thomas@dbvi.virginia.gov>  
To: "Jeff Thurmond" <jthurmond@fedeng.com>  
Sent: Thu, 9 Jun 2005 10:10:41

Good Morning,  
Last year we did about I estimate we mailed 700,000 letters.

Yes, I would be open to use a presort vendor. As I had mentioned the state at one time had a vendor, North American Marketing. That was quite a few years ago.

I contacted a vendor in Richmond, but at that time he could only read specific fonts. I don't have control over what is sent to us.

Thank you,

Paul Thomas  
Supervisor  
Virginia Industries f/t Blind  
804-371-6126

-----Original Message-----

From: Jeff Thurmond [mailto:jthurmond@fedeng.com]  
Sent: Wednesday, June 08, 2005 1:46 PM  
To: Thomas, Paul J.  
Subject: question

Greetings from the Federal Engineering team. We came by to visit several weeks ago. I have a question for you. Do you know or can you estimate how many First-Class letters that you mail annually that could possibly be presorted through the presort vendor(MRG)?

We visited MRG some weeks ago. They felt that they could handle additional volume. They are at the Brook PO several times a day and could easily pick up whatever First-Class letter mail that you might have to presort.

We have mentioned VIB in our report and at several COV meetings. Hopefully, we can your folks some more mail work.

Thanks,

Jeff

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----- End Forwarded Message -----